

SECRET

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TO	FROM	TO	FROM
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Co'r Joint Oper.....(12)		Tech Staff.....(81)	
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XXX Ch, Comm Res Sec (14)		Ch, Methods Br.... (83)	
Ch, Hist Unit.... (18)		Ch, Protective Br... (84)	
Ch, Pers Sec..... (21)		Ch, Maint Br..... (85)	
Ch, Org & Tng Sec .(22 XXX)		Ch, Res Lab Div.... (70)	
Ch, Plans & Oper... (23)		Tech Staff..... (71)	
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Ch, Fiscal Sec..... (25)		Ch, Int Equip Br... (73)	
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Ch, Sec Cont Sec... (27)		Ch, Lab Serv Br.... (75)	
Ch, Operations Div.. (90)		Ch, C'logic Br..... (76)	
Ch, Lab Br..... (91)		Ch, Pers & Tng Br... (61)	
Ch, Machine Br.... (92)		Ch, Supply Br..... (62)	
Ch, Crypt Br..... (93)		Co, Arlington Hall.... (40)	
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Ch, I & D Br..... (95)			

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| <input type="checkbox"/> Approval & Return | <input type="checkbox"/> Information & File |
| <input type="checkbox"/> As Requested | <input type="checkbox"/> Recommendation |
| <input type="checkbox"/> Concurrence or Comments | <input type="checkbox"/> Signature if approved |
| <input type="checkbox"/> Information & Forwarding | <input type="checkbox"/> Your action by |
| <input checked="" type="checkbox"/> Information & Return | <input type="checkbox"/> Info upon which to base reply |

Herewith is copy of latest draft of revision of

AR 380-5. With respect to the cryptographic

Sections, all of the ASA Comments submitted to

Intelligence Division have been incorporated in

this draft.

William Reginald
[Signature]

SAFEGUARDING MILITARY INFORMATION

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1. NEED FOR PROTECTION.-- Certain military information is of value to enemies and potential enemies of the United States and therefore requires protection to prevent its receipt by unauthorized persons. These regulations embody Department of the Army policies and procedures for the safeguarding of classified matter including security of communications. Official matter must be examined and, if protection is required, graded [in accordance with the degree of protection necessary. Protection of [classified matter is achieved by:

- a. Security of publication, reproduction and dissemination.
- b. Security of handling and transmission.

c. Security of possession and storage.

2. RESPONSIBILITY.-- Explicit compliance with the provisions of these regulations is a command responsibility.

3. DEFINITIONS.-- For the purpose of these regulations the following definitions apply:

a. APPROVED CIRCUITS.-- Electrical means of signal communications which have been approved by a specifically designated commander or his representative for the transmission in the clear of information classified SECRET, CONFIDENTIAL, or RESTRICTED.

b. CATEGORIES.-- The degrees of classification, TOP SECRET, SECRET, CONFIDENTIAL, and RESTRICTED, will be known as "categories." For example, a document marked TOP SECRET will be within the "Top Secret" category.

c. CLASSIFIED MATTER.-- Information or material in any form or of any nature which in the public interest must be safeguarded in the manner and to the extent required by its importance.

d. CLASSIFYING OR GRADING.-- The procedure whereby a decision is made as to the degree of classification to be assigned, notification of those interested in the decision, and the physical act of so marking.

e. CODE WORD.-- Especially selected words assigned:

- (1) To provide classified names for plans, projects, and forces.
- (2) To conceal intentions in documents, communications and discussions pertaining to plans and operations.
- (3) To designate places in conjunction with 1 and 2 above.

f. COMMAND ISSUING OFFICE.-- An organization which has been specifically authorized by the Department of the Army to distribute

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and act as an intermediate office of record for all registered crypto material used within a specific command or area.

g. COMMUNICATION INTELLIGENCE.-- All intelligence derived from the study of radio transmissions and other communications.

h. COMMUNICATION SECURITY.-- The protection resulting from all measures designed to deny to unauthorized persons information of value which might be derived from communications.

i. COMPROMISE.-- A loss of security of information due to unauthorized person having obtained knowledge thereof.

j. CRYPTANALYSIS.-- The analysis of ^{the} ciphered or ^{the} coded messages; the steps and processes involved in converting cryptograms, usually of foreign origin, into plain text with or without the key.

k. CRYPTO MATERIAL.-- All cryptographic equipment, instructions and keying material used in conjunction with the encryption and decryption of classified communications.

l. CRYPTOSYSTEM.-- The associated items of crypto material which are used as a unit and which provide a single means of encryption and decryption of communications.

m. DECLASSIFYING.-- The act of removing entirely a previously imposed security classification, thus making the information unclassified.

n. DOCUMENT.-- Any recorded information regardless of its physical form or characteristics including but not limited to:

- (1) Written material whether hand-written, printed, or typed;
- (2) All painted, drawn, or engraved material;
- (3) All sound or voice recordings;

(4) All printed photographs and exposed or printed film,
still or moving;

(5) All reproductions of the foregoing by whatever process.

o. DOWNGRADING.-- The lowering of classification of classified documents and material.

p. FOREIGN NATIONALS.-- All persons not citizens of the U. S.

q. IMPEDIMENTA.-- The term "impedimenta" refers to organizational equipment which accompanies troop movements.

r. INDEPENDENT COMMAND.-- Any self-sustained organization, exercising administrative, supply and operational functions, the commander of which is responsible directly to the Department of the Army.

s. MATERIAL.-- Any documents, product, materiel or substance on or in which information may be recorded or embodied, and items in all stages of development, processing or construction, and includes elements, ingredients, components, accessories, fixtures, dies, models and mockups associated with such items.

t. MILITARY INFORMATION.-- All information primarily under the control and jurisdiction of the Department of the Army or of primary interest to it. This meaning rests primarily on the idea of control, jurisdiction, origin, or degree of interest, rather than on substance of the information, and includes intelligence.

u. MUNITIONS OF WAR.-- Any and all items required for war inclusive of food as well as all other supplies and equipment but exclusive of manpower.

v. ORDER OF BATTLE.-- The term "order of battle" applies to the composition, strength, location, and combat value of all units in line or in reserve of one's own, friendly, or enemy forces.

w. PARAPHRASING.-- The rewriting of a message so that its meaning is the same but its phraseology is different and context rearranged.

x. PLAIN TEXT, CLEAR TEXT, PLAIN LANGUAGE, IN THE CLEAR.-- Text or language which conveys an intelligible meaning in the language in which it is written, with no hidden meaning; the intelligible text underlying a cryptogram.

y. REGISTERED MATTER.-- Material carrying a register number, a short title and instruction for its accountability.

z. RECLASSIFYING OR REGRADING.-- The act of changing the assigned classification of matter.

aa. RESTRICTED DATA.-- Used and defined in the Atomic Energy Act of 1946 as "all data concerning the manufacture or utilization of atomic weapons, the production of fissionable material, or the utilization of fissionable material in the production of power, but shall not include any data which the (Atomic Energy) Commission from time to time determines may be published without adversely affecting the common defense and security." The designation of this material is not to be confused with the category "Restricted."

ab. SECURITY.-- "Security" is the protected condition of classified matter which prevents unauthorized personnel from obtaining information of direct or indirect military value. It is a condition which results from the establishment and maintenance of protective measures which insures a

state of inviolability from hostile acts or influences.

ac. SHORT TITLE.-- An unclassified designation applied to a classified document, material, or device to achieve brevity. It consists of figures, letters, words, or a combination thereof, and usually contains an abbreviated designation of the office of origin, without giving any information relative to classification or contents of the document, material, or devices.

ad. TECHNICAL INFORMATION.-- Applies to data concerning munitions and equipment, instructions on maintenance and operation and any descriptive matter or components thereof. This includes means of operation, manufacture, use, techniques, and processes. Information pertaining to the various sciences which may be employed directly or indirectly in warfare are also so classed. Data of a strategic or tactical nature is specifically excluded from the meaning of this term.

ae. THEATER OF OPERATIONS.-- That portion of a theater of war necessary for military operations, either offensive or defensive, pursuant to an assigned mission, and for the administration incident to such military operations; theater limits are usually designated by competent authority.

af. TRAVEL.-- The movement of an individual who is not part of a troop movement.

ag. TROOP MOVEMENTS.-- The movement of units.

ah. UNCLASSIFIED INFORMATION.-- Information requiring no security protection or marking.

ai. UNIT.-- An organized group of personnel with its authorized organizational impedimenta. Organized detachments, even though temporarily organized as such for the purpose of the movement, are considered units

when organizational impedimenta is authorized for them. When a code designation such as a shipment number is assigned to a troop movement, each unit therein is normally designated by shipment number and letter.

aj. UNITED STATES.-- The term "United States" if used in these regulations in a geographical sense, includes the Canal Zone and all territory and waters, continental or insular, subject to the jurisdiction of the United States.

ak. VISITOR.-- As used in these regulations a visitor is any person admitted to a Government or civilian establishment or area in which work or a project is being conducted for the Department of the Army, except:

- (1) A person employed on the work or project, or
- (2) A person directly and officially concerned with the work or project.

4. CATEGORIES.-- a.-- All official matter originating in the Department of the Army will be examined to determine the consequence of its disclosure to unauthorized persons and, where necessary, will be graded according to the degree of protection required under one of the following categories only:

TOP SECRET

SECRET

CONFIDENTIAL

RESTRICTED

b. Official matter obtained from agencies outside the Department of the Army (except other Departments of the Armed Forces) including foreign sources will be placed in the same or equivalent category as that

in which it was placed by its originating agency or foreign source or will be examined for classification as in a. above.

5. TOP SECRET.-- Information and material (matter), the security aspect of which is paramount, and the unauthorized disclosure of which would cause exceptionally grave damage to the nation shall be classified TOP SECRET.

Very few documents, material, or information belong in the TOP SECRET category. The following are some examples of matter which normally will be graded TOP SECRET.

a. War plans and plans or particulars of future major or special operations.

b. Particulars of important dispositions or impending moves of our forces or convoys in connection with a above.

c. Very important political documents dealing with such matters as negotiations for alliances and the like.

d. Information of the methods used or success obtained by our Intelligence Services and Counterintelligence Services or which would imperil secret agents of the U. S. or of friendly foreign nations.

e. Certain specialized techniques or methods which may be used in future operations, and the identity and composition of certain units, wherever located, which are especially intended for employment of such techniques or methods.

f. Critical information of new and important munitions of war, including approved scientific and technical developments.

g. Important particulars of communication intelligence, communication security, and associated devices and material.

h. Photographs, negatives, diagrams, or models of TOP SECRET matter.

i. Certain compilations of data or items which individually may be classified SECRET or lower, when the aggregate of the information contained warrants the higher classification.

6. SECRET.- Information and material (matter), the unauthorized disclosure of which would endanger national security, cause serious injury to the interests or prestige of the nation, or would be of great advantage to a foreign nation shall be classified SECRET. The following are some examples of matters which normally will be graded SECRET:

a. Particulars of operations in progress.

b. Plans or particulars of operations, or war plans, with necessary inclosures thereto, not included under TOP SECRET.

c. Instructions regarding the employment of important new munitions of war, including scientific and technical developments.

d. Important improvements to existing munitions of war until accepted for service use, including scientific and technical developments.

e. Information relating to new material including material of the type described in the first sentence of paragraph 6.

f. Information concerning specific quantities of war reserves of the type described in the first sentence of paragraph 6.

g. Development projects of the type described in the first sentence of paragraph 6.

h. Information of enemy or potential enemy materiel or other material, procedure, dispositions and activities, the value of which depends upon concealing the fact that we possess it.

- i. Reports of operations containing information of vital interest to the enemy.
- j. Vital military information on important defenses.
- k. Adverse reports on general morale affecting major operations.
- l. Communication intelligence information and important communication security devices and material of the type described in the first sentence of paragraph 6.
- m. Information indicating the strength of our troops, air and naval forces, identity or composition of units or quantity of specific items of equipment pertaining thereto in active theaters of operations except that mailing addresses will include organizational designations.
- n. United States Order of Battle information and locations and moves affecting the Order of Battle.
- o. Certain new or specialized techniques or methods to be used in future operations. The identity and composition of units, wherever located, which are especially intended for employment of such techniques or methods.
- p. Photographs, negatives, photostats, diagrams, or models of SECRET matter.
- q. Certain compilations of data or items which individually may be classified CONFIDENTIAL or lower when the aggregate of the information contained warrants the higher classification.
- r. The following military maps and aerial photography:
 - (1) In the continental United States, those showing vulnerable points or vital installations.
 - (2) In oversea possessions or foreign territory occupied

by forces of the United States, those showing the layout of permanent defense works and naval bases, other vulnerable points or vital installations, and the adjacent terrain vital to their defense; and those that serve to fix definitely the location of any element which discloses functioning characteristics of permanent defense works and naval bases.

- (3) Aerial photographs and negatives of foreign areas when necessary to protect the source or to accord with conditions imposed by the foreign country concerned,
- (4) Maps, relief maps, charts and photomaps prepared from aerial photographs or negatives will be graded in accordance with the actual details shown thereon, and not necessarily in accordance with the classification of the photographs or negatives used. Classification of aerial photography will be determined by the content thereof and not by the classification of directives ordering its accomplishment.

7. CONFIDENTIAL.- Information and material (matter), the unauthorized disclosure of which would be prejudicial to the interests or prestige of the nation or would cause unwarranted injury to an individual, or be of advantage to a foreign nation, shall be classified CONFIDENTIAL. The following are some examples of matters which normally will be graded CONFIDENTIAL.

- a. Matters, investigations, and documents of a personal and disciplinary nature, the knowledge of which it is desirable to safeguard.
- b. Routine operational and battle reports which contain

information of value to the enemy but are not of vital interest to him.

c. Routine intelligence reports.

d. Military radio frequency allocations of special significance or those which are changed at frequent intervals for security reasons.

e. Military call sign assignments of special significance which are changed at frequent intervals for security reasons.

f. Meteorological information of designated areas.

g. Information which indicates strength of our troops, air and naval forces, identity or composition of units, or quantity of specific items of equipment pertaining thereto in areas adjacent to active theaters of operation.

h. Technical documents and manuals, of the type described in the first sentence of paragraph 7, used for training, maintenance, and inspection of important new munitions of war.

i. General tactical lessons learned as a result of operations which it is desirable to withhold from any foreign nation.

j. Information relating to the design and development of new materiel or other material of the type described in the first sentence of paragraph 7.

k. Communications intelligence information, security publications, and security devices and materiel of the type described in the first sentence of paragraph 7.

l. Technical information, of the type described in the first sentence of paragraph 7, such as of research or processes of manufacture which may be a distinct military asset and not a matter of general knowledge.

m. Information and records compiled at the request of any Department of the National Defense Establishment for its use in the assurance of adequate provision for the mobilization of industrial organizations essential to wartime needs.

n. Information of the type described in the first sentence of paragraph 7 relative to specific quantities of war reserves.

o. Photographs, negatives, photostats, diagrams, or models of CONFIDENTIAL matter.

p. Certain compilations of data or items which may individually be classified RESTRICTED or be UNCLASSIFIED when the aggregate of the information contained warrants the higher classification.

q. Regulations governing joint action of the Army with the Navy or Air Force.

r. The following military maps and aerial photography:

- [
- (1) In the continental United States, those showing layout [of the permanent defense works and naval bases considered important to the defense of the United States, and those that serve to fix definitely the location of any element of such permanent defense works and naval bases, except that when the complete map of a defense area consists of more than one sheet, only those sheets showing defense elements need be classified as CONFIDENTIAL.
 - (2) In overseas possessions and foreign territory occupied by the forces of the United States, those not classified

as SECRET, showing layout of military and naval radio stations, air bases, airdromes, air depots, supply bases, arsenals, proving grounds, or any area important to defense.

- (3) Aerial photographs and negatives of foreign areas when necessary to protect the source or to accord with conditions imposed by the foreign government concerned.
- (4) Maps, relief maps, charts, and photomaps prepared from aerial photographs or negatives will be graded in accordance with the actual details shown thereon, and not necessarily in accordance with the classification of the photographs or negatives used. Classification of aerial photography will be determined by the content thereof and not by the classification of directives ordering its accomplishment.

8. RESTRICTED.- Information and material (matter), which requires security protection, other than that determined to be TOP SECRET, SECRET or CONFIDENTIAL, shall be classified RESTRICTED. The following are some examples of matter which normally will be graded RESTRICTED.

- a. Information indicating the strength of our troops, air and naval forces, identity or composition of units, or the total quantity of specific items or equipment pertaining thereto in areas remote from active theaters of operations.

- b. Training and technical documents for official use only or not intended for release to the public.

c. Photographs, negatives, photostats, diagrams, or models of RESTRICTED matter.

d. Parts of mobilization plans and regulations of the type described in the first sentence of paragraph 8.

e. Documents relating to the design and development of new materiel or other material of the type described in the first sentence of paragraph 8.

f. Procurement plans of the type described in the first sentence of paragraph 8.

g. Communication security devices and material of the type described in the first sentence of paragraph 8.

h. Certain documents regarding engineering principles and design details, composition, method of processing or assembling, which are vital to the functioning or use of an article of materiel.

i. Certain compilations of data on items which may individually be unclassified when the aggregate of the information contained warrants a classification.

j. Matters, investigations, and documents of a personal and disciplinary nature, the knowledge of which it is desirable to safeguard for administrative reasons.

k. The following military maps and aerial photography:

- (1) In the continental United States, those showing military and naval radio stations, air bases, airdromes, air depots, supply bases, and arsenals, considered important to the defense of the United States.

- (2) During times of active hostilities, photographs and negatives not otherwise classified of territory under our or enemy control in or adjacent to active theaters of operation, and of territories under our control remote from active theaters of operation.
- (3) Maps, relief maps, charts, and photomaps prepared from aerial photographs or negatives will be graded in accordance with the actual details shown thereon, and not necessarily in accordance with the classification of the photographs or negatives used. Classification of aerial photography will be determined by the content thereof and not by the classification of directives ordering its accomplishment.

9. AUTHORITY TO CLASSIFY.-- a. TOP SECRET and SECRET-matter may be classified as TOP SECRET or SECRET only by authority of the Secretary, Under Secretary, or an Assistant Secretary of the Army; the Chief of Staff; the Chief, Army Field Forces; Directors of General Staff Divisions, Chiefs of Technical and Administrative Services or of Special Staff Divisions of the Department of the Army; a general officer; the commanding officer of a depot, post, camp, station or independent command; the commandant of a general or special service school; the chief of a military mission, a Military Attache or a military observer.

b. CONFIDENTIAL and RESTRICTED.--Documents, development projects, material, or technical information may be classified CONFIDENTIAL or RESTRICTED by or by authority of any commissioned officer.

10. LOSS OR SUBJECTION TO COMPROMISE.--a. Any person, civilian or military, under Department of the Army jurisdiction who becomes aware of the loss or possible disclosure or release of classified information to any unauthorized person, will report such fact to his immediate superior or commanding officer, who in turn will determine and notify by the fastest available means:

- (1) The agency having primary interest in the information (normally the office of issue).
- (2) The commanding officer having custodial responsibility for same.

b. The commanding officer having custodial responsibility will make or cause to be made a complete and thorough investigation of the circumstances under the procedure set forth in AR 420-5. Such investigation will fix the responsibility for the loss or possible compromise upon an individual (where it is possible to do so), rather than upon the title of the position held by the particular responsible individual or upon an office.

c. In those cases where custodial responsibility for the compromised information is indeterminate or appears to rest with two or more agencies, the commanding officer of the agency of primary interest will make or cause to be made the investigation as in b. above.

d. The commanding officer will then send to the Adjutant General, through military channels, the report of investigation, together with approved recommendations and a statement of any disciplinary action adjudged.

e. For instructions pertaining to the loss or subjection to compromise of cryptomaterial, see paragraph 37 b.

11. DISSEMINATION.--a. Discussions- All discussions of classified military information, either public or private, with or in the presence or hearing of any person unauthorized to have knowledge thereof is strictly forbidden. No person is entitled solely by virtue of his grade or position to knowledge or possession of classified matter. Such matter shall be entrusted only to those individuals whose official duties require such knowledge or possession.

b. Persons not subject to military law- When persons not subject to military law and the provisions of these regulations, are permitted or required to receive or handle classified military information, they will be informed prior to such receipt or handling, that it affects the national defense of the United States within the meaning of the Espionage Act, and that its transmission to an unauthorized person is prohibited. When such personnel are employees of an agency handling classified information in the performance of normal functions, they shall be informed in the same manner at the beginning of such employment and as often thereafter as is considered necessary by the employing authority. (See subparagraph 12c)

c. Commercial Publications- The inclusion of classified military information in any article, thesis, book, or other product written for publication, distribution, or use beyond the control of the Department of the Army, by military or civilian personnel of the Department of the Army, is prohibited. The contribution in any manner of classified

military information, by Department of the Army military or civilian personnel, to other persons for use in publications as described above, constitutes unauthorized disclosure of classified information, and is expressly prohibited.

d. Service Publications- The Chief, Army Field Forces and Chiefs of Technical and Administrative Services, responsible for service magazines or journals published under their supervision, will comply with the provisions of these regulations relative to the security of classified military information and will submit all doubtful material relative to such publication to the Public Information Division for review and action before release.

e. Legal Instruments- The disclosure of a place of execution or acknowledgment on a legal instrument by one in or with the armed forces overseas is authorized, provided that in wartime the military necessity of secrecy of strength and location of troops does not require suppression of such information, such disclosure is necessary to the legality of the instrument, the execution of the instrument cannot be deferred without undue hardship, and the information disclosed will be of no substantial benefit to the enemy when and if it may reach him.

f. Testimony before Congress- Whenever a person in the military service appears before a Committee of Congress or Executive Commission, Board, Committee or similar group in either executive or public session and is called upon to give testimony which includes information classified TOP SECRET, SECRET or CONFIDENTIAL, he will not divulge the information unless he has been authorized by the Secretary of the Army to do so. A person who has authority to issue instructions by order of

the Secretary of the Army is authorized thereby to give classified information in executive sessions if he deems that the information will not compromise the national security. If he does not have the authority to give the information, he will respectfully state to the committee that he will endeavor to obtain the necessary authority. Military personnel when called upon to testify before a Committee of Congress or Executive Commissions, Boards, Committees or similar groups will immediately endeavor to obtain necessary authority of the Secretary of the Army through the Chief of the Legislative and Liaison Division, Department of the Army, Special Staff, to divulge information which they anticipate will be desired (or the Army Comptroller, in cases of appearances before committees, commissions or similar groups on appropriations). When a person in the military service is requested to give testimony including information classified TOP SECRET, SECRET or CONFIDENTIAL which he has been authorized by the Secretary of the Army to give, or information classified as RESTRICTED, he will respectfully request that the testimony be given in executive session only and not appear in the record of hearings, the Congressional Record or other document open to public inspection.

g. Legislation Pertaining to the Department of the Army- Recommendations for legislation by the Department of the Army will be classified until released by the Secretary of the Army. Reports of the Department of the Army on bills referred to it by Committees of Congress, Executive Commissions, Boards, Committees or similar groups will not be disclosed except to offices essential for coordination and in nature of replies to those Committees, Commissions or Boards concerned in the matter.

h. Requests for classified information from individual members of Congress will be handled in conformance with the provisions of paragraphs 11a and b, and 12.

12. REQUESTS FOR MILITARY INFORMATION.--a. All requests from private individuals, firms, or corporations and federal or state agencies or departments for classified military information (except those defined in "c" below) are subject to policies established by the Director of Intelligence, General Staff, United States Army.

b. (1) Exchange of classified military information, including technical, with foreign nationals will be made in accordance with existing instructions issued on this subject by the Director of Intelligence, General Staff, United States Army.

(2) Exchange of unclassified military information, other than technical, with foreign nationals will be made only through or with the express permission of the Director of Intelligence, General Staff, United States Army.

(3) Exchange of unclassified technical information with foreign nationals will be made in accordance with existing instructions issued on the subject by the Director of Intelligence, General Staff, United States Army.

c. Applications from outside the Department of the Army, requesting access to information or records originated at the request of the Department of the Army, for its use in connection with industrial mobilization activities, will be referred to the Assistant Secretary of the Army for disposition. The serving of any process or subpoena requiring production of such information or records will be reported immediately by

the recipient to the U. S. District Attorney for the District in which service was made, and simultaneously directly to the Assistant Secretary of the Army. Pending instructions from the Assistant Secretary of the Army, no action toward furnishing the requested information should be taken.

SECTION II

NONREGISTERED DOCUMENTS

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Classifying or Grading -----	13
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13. CLASSIFYING OR GRADING,- a. One Classification Only- Each document or item of material will be graded according to its own content and not necessarily according to its relationship to other classified matter. It will bear only one overall classification which will be at least as high as any component of the document or material. A letter of transmittal will be graded at least as high as any of its inclosures. The grading of a file, document, or group of physically connected documents shall be that of the highest classification used therein.

b. Overclassification- Documents will be assigned the least restrictive classification consistent with the proper safeguarding of the

information or material concerned. Overclassification must be avoided since it causes unnecessary delay in the transmission of documents and depreciates the importance of classified information in the minds of handling personnel.

c. Correspondence, Receipts, and Returns- Correspondence, receipts, or returns, and reports of possession, transfer, or destruction need not be classified if reference therein to classified documents is made by file number, date, and subject, provided the subject does not contain information which is classified. If the subject contains classified information, a short title will be used for the subject.

d. Lists of Classified Matter- Correspondence, indices, receipts, reports of possession, transfer or destruction, catalogs or accession lists making reference to long titles or to classification, will be graded according to the degree of information revealed. Where reference is made only to file number, date and short title, such lists may be unclassified.

e. Books and pamphlets- Classified books and pamphlets, the pages of which are permanently and securely fastened together, will be plainly and conspicuously marked or stamped, not typed, TOP SECRET, SECRET, CONFIDENTIAL, or RESTRICTED, on the outside of the front cover, on the face of the title page, on the face of the first page of the text, on the back of the last page of the text and on the outside of the back cover. In each case the marking will be applied at the top and bottom of the page or cover.

f. Other correspondence- Classified communications, correspondence and other matter of documentary nature not permanently fastened together will be marked or stamped, not typed, with the appropriate classification at the top and at the bottom of the face of each page.

g. Photographs, drawings, and tracings- Classified photographs, negatives, drawings, or tracings will display the proper classification marking in such a position that it will be reproduced on all copies made therefrom. Photographic negatives in roll form will display appropriate classification marking at the beginning and ending of each roll and will be kept in containers which bear the same classification marking. Classified motion picture films will, in addition to the foregoing, display the classification in the title of each film. Photographic prints or other reproductions made from classified negatives which do not display a visible classification will be marked at the top and bottom of the face or front with appropriate classification.

h. Sound recordings- Classified sound recordings will be marked on readily observable portions, preferably at the beginning and end, with appropriate classification markings and, if stored in a container, the container will also display the same marking.

i. Maps and photomaps- Classified maps and photomaps will be plainly marked with appropriate classification markings at top and at bottom of each sheet and near the title, legend, or scale and at such intervals as will permit at least one marking to be displayed when map is folded so that any part of the face is exposed.

j. Documents transmitted outside the Armed Forces- Documents containing classified military information and furnished to persons other than those of the Armed Forces and their civilian employees, will, in addition to being marked TOP SECRET, SECRET, CONFIDENTIAL, or RESTRICTED, bear the following warning:

This document contains information affecting the national defense of

the United States within the meaning of the Espionage Act, 50, U.S.C. 31 and 32, as amended. Its transmission or the revelation of its contents in any manner to an unauthorized person is prohibited by law.

The provisions of these regulations pertaining to classification marking of documents do not apply in cases involving application for patents filed with the United States Patent Office.

14. CLASSIFIED CODE WORDS.- a. The classified code word, of itself, has no security significance, nor does its use and handling have any special security significance not already inherent in the classified nature of the matter to which it refers. A code word must bear the same classification as its meaning. Communications and documents containing classified code words will be classified at least as high as the classification of the code words therein.

b. The meaning of a classified code word will be used in a communication together with the code word only when such combination is absolutely essential.

c. When a code word is used in a communication or document, reference to related locations, forces, or plans should likewise be coded if possible.

d. Classified code words will not be used:

- (1) As an address or return address.
- (2) As a filing system indicator.
- (3) To indicate a destination.
- (4) In telephonic conversation, except on approved circuits.

15. PUBLICATION AND REPRODUCTION.- a. Agencies entrusted with the printing or reproduction, storage and issue of classified documents will be informed of the applicable provisions of these regulations. The authority

directing preparation, printing or reproduction of classified documents will be responsible for the safeguarding or disposal of the notes, manuscripts, type, typewriter ribbons, carbon, plates, stencils, exposed film, developed or undeveloped, and waste incident thereto in a manner which will safeguard the secrecy of the information being reproduced. Agencies of the Department of the Army may have classified materials developed, printed, processed or otherwise reproduced in commercial facilities if adequate government facilities are not available, but in such event, responsibility for insuring that the material is safeguarded at such facilities in accordance with the provisions of these regulations is that of the Agency for whom the work is being done.

b. TOP SECRET matter- Documents or material classified TOP SECRET will not be reproduced for instructional purposes except that the Commandants of the National War College, Industrial College of the Armed Forces, Armed Forces Staff College, the Command and General Staff College, and the Strategic Intelligence School, may personally approve, in each case, the reproduction of TOP SECRET matter, not registered, for classroom purposes only.

16. HANDLING and TRANSMISSION.- a. Documents and material classified TOP SECRET, SECRET, CONFIDENTIAL, or RESTRICTED (except cryptographic matter) may be transmitted between points inside the United States, between points outside the United States, and between points in the United States and points outside the United States, as indicated below:

(1) CONFIDENTIAL & RESTRICTED	(2) SECRET	(3) TOP SECRET
(1) Between points inside the United States (to include Canada.)		
a. Ordinary mail.	a. Registered U.S. and Canadian mail, including registered air mail. b. Over approved circuits. c. Protected commercial express, air or surface, under billing which assures the highest degree of protective handling. d. Officer or reliable crew member of U.S. military aircraft. e. Commanders of civil aircraft of U.S. registry. f. Reliable citizens of the U.S. including officials of other government agencies. g. Messenger specifically authorized by the transmitting agency.	a. Courier of the Security Courier Service or officially designated officer (commissioned, warrant or flight) or specifically designated civilian courier. b. When encrypted by: (1) All electrical means. (2) Registered or ordinary mail including air mail.
(2) Between points in the United States (and Canada) and points outside the U.S.		
a. United States Post Office registered mail, including Army, Navy, and Air Force postal registry facilities and registered air mail provided shipment does not at any time pass out of control of the U. S. Government. b. Over approved circuits. c. Officer or reliable crew member of U.S. military aircraft. d. Commanders of vessels or aircraft of U.S. registry. e. Reliable citizens of the United States including officials of other government agencies.		a. Accompanied State Department diplomatic pouch. b. Courier of the Security Courier Service or officially designated officer (commissioned, warrant or flight) or civilian courier. c. When encrypted by: (1) All electrical means. (2) Registered or ordinary U.S. and international postal service including air mail.
(3) Between points outside the United States and Canada.		

As authorized by columns under line (2) except that State Department

diplomatic pouch will be used exclusively for transmission of classified matter through or within a neutral country.

CAUTION: UNDER NO CIRCUMSTANCES WILL TOP SECRET MATTER BE TRANSMITTED BY REGISTERED MAIL, EXPRESS OR ELECTRICAL MEANS, UNLESS ENCRYPTED. The transmission of TOP SECRET information will be effected by direct contact wherever possible.

b. Receipt System- Transmission and custody of documents and material classified TOP SECRET or SECRET will be covered by a receipt system at all times. CONFIDENTIAL documents will be covered by a receipt system only when the sender deems it necessary. WDAGO Form 996, classified receipt form (in duplicate) is available for this purpose. Where a single document is distributed to a number of addressees or a large number of documents are distributed to a single addressee, the use of a similar form of suitable size is authorized.

c. Receipt of TOP SECRET Matter- The commander of each headquarters or major subdivision thereof will designate officers to be known as TOP SECRET Control Officers, who will be the sole recipients and dispatchers of TOP SECRET matter addressed to or emanating from their organizations. They will maintain a record of the receipt and dispatch of all TOP SECRET matter handled. In the case of incoming matter addressed to an individual, the TOP SECRET Control Officer will remove the outer cover only and will deliver the unopened inner cover to the addressee. Prior to opening, the TOP SECRET Control Officer will carefully examine each cover and will promptly report to the dispatcher thereof any evidences of tampering. Upon opening the inner cover the receipt found therein will be checked to ascertain that contents received are correctly listed, and if so, will be dated, signed, and returned immediately. Any discrepancy will be made known promptly to

the dispatching agency which will accomplish corrective action. The inner cover will be destroyed by burning.

d. Receipt of SECRET and CONFIDENTIAL Matter- (1) Prior to opening a sealed package or envelope containing SECRET or CONFIDENTIAL documents, the seals and wrappers will be carefully inspected to determine whether there has been any tampering. If any evidence of tampering is noted the provisions of paragraph 10 will be complied with.

(2) The inner cover marked SECRET or CONFIDENTIAL will be opened only by the addressee or his duly designated representative. The inner cover will be destroyed by burning.

e. Preparation for Transmission- TOP SECRET, SECRET, or CONFIDENTIAL matter to be transmitted will be inclosed in two sealed envelopes or covers. Typewritten matter in the contents will be protected, by a cover sheet or by folding inward, from direct contact with the inner envelope or cover. The inner cover will be addressed, return addressed, sealed, plainly marked with the security classification on front and back so that the marking will be easily seen when the outer cover is removed, and will contain a receipt form which identifies the addressor, the addressee and lists the contents by short title. The outer envelope or cover will be of sufficient opaqueness, density, or texture as to prevent the classification markings of the inner cover from being visible and will be addressed, return addressed and carefully sealed with no markings or notations to indicate the classification of its contents. RESTRICTED documents and material (if not registered), will be securely sealed, inclosed or wrapped in a manner and with such materials as will insure arrival at destination

in good condition. Wrappings or envelope will bear no markings indicative of the classification of its contents.

f. Interoffice Transmission- At any headquarters or station commanded by an authority qualified to establish TOP SECRET or SECRET classification, the commanding officer will provide for the security of interoffice transmissions of classified documents and material.

g. Mail Routing Certificate- In all cases where Department of the Army documents are to be transmitted via State Department channels, the office originating the transmittal, or its authorized representative, will cause to be placed in the lower left portion of the front of the outer cover a certificate applied by label, rubber stamp, or other legible means of convenient size and displaying substantially the following data and form:

ROUTING CERTIFICATE

It is certified that contents require transmission indicated below
(mark one)

_____ BY COURIER (Hand treatment and registration to destination)

_____ AIR POUCH (May be unaccompanied. Speed primary)

_____ SURFACE POUCH (May be unaccompanied)

Office or phone _____

Name and Grade _____

h. The above certificate has been evolved primarily for application to mail having classified contents, but may be applied to all Department of the Army mail being or to be carried by State Department facilities. Before dispatch of the envelope or cover on which above certificate has been displayed, the necessary method of transmission shall be indicated by a mark placed in the appropriate space and the certification

completed by a signature and brief identification. It is intended that this certificate be executed and applied either by the office causing the transmittal or by an authorized representative office, such as a message center or mail room or other office familiar with the classification and requirements of the certificated material.

17. REGRADING and DECLASSIFICATION.- a. Authority- The classifying authority will predetermine the expiration of security requirements and provide for downgrading by annotation that the classification will be reduced or cancelled upon the happening of a specified event or the passage of a named date, unless such action is impossible for cryptographic or other valid reasons. The authority making the original classification or higher authority, may cancel or change the classification of a document by writing or stamping over the classification at the top of the first page "Classification cancelled or changed to-----, by authority of (Officer authorized to change), by (Name, grade, and organization of officer making change and date thereof)." The authority making a change will so advise all agencies, offices, or personnel concerned. It is the obligation of all authorities to keep classified matter of current interest or continuing value constantly under review and to downgrade it as soon as conditions permit.

b. Automatic Downgrading- Letters of transmittal classified solely because of classified inclosures will bear one of the following statements:

"When the accompanying classified papers are withdrawn, this paper becomes _____"	or	"This paper declassified when separated from classified inclosures"
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c. Documents in Bulk- When documents of the same type which accumulate in bulk have been downgraded, individual documents in the file series need not be stamped as provided in *a* above until the document is

charged out of the file for use. The change or cancellation of security classification will be indicated inside the file drawer.

d. Foreign Sources- Matter which has been classified solely to accord with conditions imposed by a foreign nation may be downgraded or declassified only with the consent of the nation concerned. Action in cases of this nature should be directed to The Adjutant General.

e. Rescission- Classified documents which have been rescinded, superseded or cancelled will be afforded the protection required of their category until destroyed.

f. Reports- All originators of documents classified TOP SECRET will make a semi-annual report to the Director of Intelligence, GSUSA, on or before the first days of February and August, certifying that all TOP SECRET documents originated by them have been reviewed for possible downgrading during the past half year, and listing the documents that have been downgraded during the preceding six months.

18. STORAGE.- a. TOP SECRET and registered matter- Documents and material classified TOP SECRET and registered matter will be stored in the most secure facilities available. Such matter will normally be stored in a safe, steel file cabinet or other steel container having a three position dial-type combination lock and of such weight, size, construction or installation as to minimize possibility of physical theft or damage by fire or tampering. In lieu of such a container, the matter may be stored in a secure room or vault which is approved for such use by the commander of the installation and which is securely locked when not in use. Such approval shall not be construed to relieve the custodian of any responsibility for the safety of the classified matter. If the foregoing safeguards are not available, matter

so classified shall be kept under surveillance of an armed guard when not in use.

b. SECRET and CONFIDENTIAL matter- In addition to the means described above, matter classified SECRET or CONFIDENTIAL, and not registered, may also be stored in steel file cabinets secured by a steel bar and padlock, provided the padlock is of the three position combination dial-type.

c. RESTRICTED matter- Documents classified RESTRICTED, and not registered, will be stored in a secure manner as determined by the commanding officer of the installation where stored.

d. Only the custodian of registered or nonregistered material, or personnel specifically designated by him, will possess the combination to the storage space or will have access to the material therein. This space will be kept locked with the full combination when not under the direct supervision of cleared personnel.

e. Tactical Operations.-In tactical operations, actual or simulated, the commanding officer of the unit concerned is responsible that all classified documents are given the maximum security possible under the circumstances. Classified documents will not be taken farther forward in combat areas than is absolutely necessary.

f. Inspection- All custodians of classified matter will conduct frequent inspections to insure that classified matter in their care is properly stored.

g. Change of Combinations- Combinations and padlocks used to lock containers holding matter classified TOP SECRET, SECRET, CONFIDENTIAL, or registered, will be changed at intervals not exceeding twelve (12) months duration and at the earliest practicable time following:

- (1) The relief, transfer, or discharge of any person having

knowledge of the combination.

- (2) The compromise or suspected compromise of the contents of the container through loss or possible compromise of the combination.

19. RETURN OF CLASSIFIED DOCUMENTS.- a. TOP SECRET, SECRET, and CONFIDENTIAL- Upon change of duty assignment or upon separation from the military service, each individual will properly account for all TOP SECRET, SECRET, or CONFIDENTIAL documents or materials that have been issued to him during the assignment. This may be accomplished by an exchange of receipts and destruction certificates between the departing officer and the new incumbent, or by return of documents or destruction certificates to the commander concerned or by any other convenient procedure approved by the office of issue or by higher authority. Such accounting will be completed prior to final clearance from unit or installation. For steps to be taken in event of death of military personnel, see AR 600-500.

b. RESTRICTED- Documents and material classified RESTRICTED, and not registered, may be disposed of at the discretion of the custodian, provided unauthorized access is not permitted thereby.

20. DESTRUCTION.- a. TOP SECRET, SECRET, and CONFIDENTIAL- Destruction of TOP SECRET, SECRET, or CONFIDENTIAL documents or material when authorized (See AR 15-15 and TM 12-259), will be accomplished by burning, macerating or pulping, by the custodian thereof in the presence of a witnessing officer. The destruction of documents classified TOP SECRET or SECRET will be recorded showing date, place of destruction, identity of document by short title, and signature of custodian and witness. Similar action will be taken upon the destruction of CONFIDENTIAL matter, when so directed by the

originator or other competent authority. The above requirement for preparation of destruction certificates is not applicable to distribution copies of SECRET cables and SECRET airgrams within the Headquarters, Department of the Army. Records of destruction will be classified, if required, under the provisions of subparagraph 13b. Destruction records will be returned to the office authorizing destruction, with copies being retained by custodian and witness if desired.

b. RESTRICTED- Records of destruction of matter classified RESTRICTED are not required. Such matter may be destroyed at the discretion of the custodian provided unauthorized access is not permitted thereby.

c. Emergency Destruction- Commanders responsible for the safeguarding of classified matter will make or cause to be made, plans for the emergency destruction or safe removal of all classified matter under their jurisdiction should civil disturbance, disaster, or enemy action require such action. Field commanders will include instructions in standing operating procedures for the emergency destruction of TOP SECRET, SECRET, and CONFIDENTIAL matter. If a craft carrying classified matter is forced down, stranded or shipwrecked in unfriendly territory or in neutral territory where capture appears imminent or in any other circumstances where it appears unlikely that the classified matter can be properly protected, such matter will be destroyed in any manner that will render recognition impossible, preferably by burning. If the emergency occurs at sea, and no better method of destruction can be found, the classified matter may be sunk in the deepest water available by the most practicable method.

21. RESTRICTED DATA.- a. There are two types of RESTRICTED Data- Access to material of the first type, which shall be known as Type A, requires specific prior investigation and clearance of the recipient; that

of the second type, which shall be known as Type B, is RESTRICTED Data but may be disseminated by the Armed Forces in accordance with the requirements of its security classification.

b. Marking- One of the categories, TOP SECRET, SECRET, CONFIDENTIAL, or RESTRICTED, shall be assigned to RESTRICTED Data and marked or stamped thereon in the same manner as for other classified material. In addition, Type A, RESTRICTED Data shall be identified by the following stamp:

<p style="text-align: center;">RESTRICTED DATA ATOMIC ENERGY ACT-1946 SPECIFIC RESTRICTED DATA CLEARANCE REQUIRED</p>
--

Type B, RESTRICTED DATA documents will be marked or stamped:

<p style="text-align: center;">RESTRICTED DATA ATOMIC ENERGY ACT-1946 SPECIFIC RESTRICTED DATA CLEARANCE NOT REQUIRED USE MILITARY CLASSIFICATION SAFEGUARDS</p>

Only citizens of the United States will be permitted access to RESTRICTED Data, except that any citizen of the United States while a representative, official, or employee of a foreign government, commercial entity, or individual, and any alien whose access to RESTRICTED Data appears necessary will be given a prior background investigation and clearance for such access by the Department of the Army or by the Atomic Energy Commission in those cases which require specific clearance by that agency.

The following procedures for marking will be followed:

- (1) The words "RESTRICTED Data", in marking or stamping, shall be in larger letters than the rest of the wording, preferably not less than one-quarter inch in height. All words shall be in capital letters.
- (2) Documents, the pages of which are permanently and securely fastened together, will be plainly and conspicuously marked or stamped, not typed, with the appropriate RESTRICTED Data identification on the cover, title page, first page, back page, and outside of back cover.
- (3) Material not permanently and securely fastened together will be plainly and conspicuously marked or stamped, not typed, with the appropriate RESTRICTED Data identification not less than once on each page. The marking will be so placed that it will not be hidden from view when the pages are clipped or stapled together.
- (4) Material which does not lend itself to marking or stamping will have securely affixed or attached a tag, sticker, or similar device bearing the appropriate RESTRICTED Data identification.

c. RESTRICTED Data Control Officers-- At each headquarters in which RESTRICTED Data is used or handled, the commander will appoint RESTRICTED Data Control Officers, authorized access to RESTRICTED Data, and issue such additional directives as are necessary for the control of RESTRICTED Data within his jurisdiction. The duties of a RESTRICTED Data Control Officer with respect to RESTRICTED Data shall parallel those of TOP SECRET Control Officers for TOP SECRET matter. Specific responsibilities are:

- (1) Maintain complete records of all personnel within the organization who are authorized access to RESTRICTED Data, together

with a description of the scope of information each may receive.

- (2) Maintain segregated files of RESTRICTED Data, to which only specifically designated personnel shall be allowed access.
- (3) Take appropriate action to insure compliance with security regulations applicable to RESTRICTED Data.

d. Declassification- Authorization by the Atomic Energy Commission for release to the public of specific RESTRICTED Data shall constitute declassification of that particular item as RESTRICTED Data. However, no such release shall be made by personnel subject to the jurisdiction of the Department of the Army, without prior approval by the Secretary of the Army.

e. Authority to Use- RESTRICTED Data shall be handled in accordance with instructions contained herein and such additional instructions as may be issued by the Secretary of the Army. The latter will specify individuals authorized use of RESTRICTED Data by name. When such access is authorized, limits within the pertinent field of information shall also be specified by him. Access shall normally be authorized only after a security clearance as required by the Atomic Energy Commission. Publication or reproduction is prohibited except as permitted by authority as above set forth. When disseminated to persons outside the Armed Forces or Atomic Energy Commission, documents containing RESTRICTED Data shall be marked or stamped as follows:

"This document contains RESTRICTED Data within the meaning of the Atomic Energy Act of 1946. Its transmission or the revelation of its contents, in any manner not authorized by that Act, is prohibited by law."

f. Transmission- RESTRICTED Data shall be transmitted in the same manner as other material of the same category, (sec 16a), but adequate precautions must be taken at all times to prevent intermingling of those documents with other material.

SECTION IIIREGISTERED DOCUMENTS

(For Handling, Accounting, and Disposition of Registered Cryptomaterial,
See Section IV)

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22. AUTHORITY TO REGISTER.- Officers authorized to establish classifications (paragraph 9) may designate as registered such documents as they are authorized to classify and as they deem should be registered for reasons conducive to security. Documents will be registered only if it is essential that the issuing authority control distribution and maintain a record of the custody of all copies.

23. OFFICE OF RECORD.- The office of record is the office to which reports of possession, transfer, and destruction of registered documents are sent, and in which such reports are recorded. It is not necessarily the office of origin or the office of issue of the documents involved.

24. MARKING.- In addition to those markings required by paragraph 13, each registered document will be marked "Registered Document" on the outside of the front cover. The title page or the inside of the front cover of each registered document will show the register numbers, both the long and short title, the number of pages, the copy number, the office of origin, the office of record to which returns will be made, and instructions covering the reporting of its custody, and for its ultimate disposal. In addition, if a new document supersedes another document, instructions will be incorporated covering disposal of the obsolete document. If an accountable document consists of more than one volume, each volume will bear a separate short title. If the above is not practicable, the necessary information will accompany the registered document on a separate sheet.

25. REVISION AND REPRODUCTION.- a. A new or revised edition of an old registered document may be assigned a new short title. Where this is undesirable, the use of the old short title followed by a symbol, which will differentiate between the new and the old editions, is permissible.

b. Reproduction of a registered document wholly or in part is forbidden, except by authority of the office of origin. When authorized, reproductions will show the reproducing office, authority for reproduction, and number of copies reproduced. Offices of record will be notified of the reproduction.

26. HANDLING AND TRANSMISSION.- Registered documents will be handled and transmitted in accordance with the requirements of those regulations pertaining to the transmission of documents classified SECRET, (paragraph 16), unless the registered document is itself classified TOP SECRET, in which case the requirements pertaining to documents classified TOP SECRET will apply. The transmission and custody of registered documents will be recorded at all times on a continuous system of receipts.

27. REGRADING.- When the classification of a registered document is changed, the authority making the change (paragraph 17a) will notify the office of record, which will promptly notify all offices to which the document has been issued.

28. STORAGE.- Registered documents will be stored in accordance with the requirements of these regulations pertaining to the storage of documents classified TOP SECRET (paragraph 18a).

29. INVENTORY AND REPORT OF POSSESSION.- a. A custodian of registered documents, appointed by the commander of each headquarters or major subdivision thereof, will keep a complete inventory of all registered documents except those listed in ^{subparagraph} 29b below, and will make or have made on or about 30 June and 31 December each year (except registered cryptographic matter) an accurate return therefor to the proper office of record (Reports Control Symbol CSGAS-4). In making a [✓]semiannual report of possession the following details will be observed:

- (1) Each item will be physically inspected and its register number checked against the inventory list.
- (2) The custodian and one witnessing officer will make the inventory and both will sign the report. If the

Headquarters has only one commissioned officer, the report will so state.

- (3) Registered documents will not be accounted for as prescribed for ordinary property in AR 35-6520. The forms described in paragraph 31 below, will be used in lieu of the usual shipping tickets, memorandum receipts, stock record cards, etc.

b. No semiannual or quarterly report of possession will be made of:

- (1) Registered documents which have been issued, subsequently destroyed, and a destruction report rendered thereon, within a single semiannual or quarterly report period.
- (2) Registered documents which have been placed in custody or storage for historical purposes, with the expressed approval of the office of record.

c. Whenever a registered document is discovered which is not charged to the finder, and the custodian thereof cannot be located, the proper office of record will be notified immediately. The document will be properly safeguarded until instructions for disposition are received from the office of record.

d. Holders of registered documents of the Department of the Navy or the Department of the Air Force will make semiannual report thereof to the appropriate Department of the Army office of record.

30. REPORT OF TRANSFER.- a. When a registered document is transferred from one person to another, or, if the custodian remains the same but the organization's designation changes, a certificate of transfer in triplicate

will be made. The certificate will be signed by the transferring officer, and will be dated and signed by the officer acknowledging receipt. If the receiving officer is newly appointed custodian, he will have his full name, grade, nd army serial number, nd typed below his signature on the initial report submitted to the office of record. 1/28

b. Immediately upon completion of the transfer, the original of the transfer certificate will be forwarded directly to the office of record. A copy of the certificate of transfer will be retained by each of the officers concerned.

c. Whenever a registered document is removed from its proper place of custody and is issued for temporary use to another person in the same headquarters, the custodian will require a written receipt. No report of such transaction will be made to the office of record.

31. PRESCRIBED FORMS.- a. Department of the Army Form 32 (Record Card-Registered Documents or Devices), or similar form, nd will be used for recording all temporary transactions involving an individual registered document. nd

b. Department of the Army Form 33 (Record Card-Documents (or Devices), Post or Station), or similar form will be used by each officer making a consolidated record of all transactions concerning registered documents. It serves as a check to prevent the undiscovered loss of the individual card, Department of the Army Form 32, or similar form.

c. Department of the Army Form 34 (Semiannual or Transfer Report of Registered Documents (or Devices) will be used in issuing or transferring registered matter.

d. Department of the Army Form 34a (Semiannual Report of Registered Documents (or Devices) will be used in reporting a semiannual

inventory of registered documents or devices.

c. Other forms authorized by separate branches for special purposes, such as reports of destruction, may be used where applicable.

32. DISPOSITION OR DESTRUCTION.- a. Destruction of registered documents is normally authorized by either the office of origin or the office of issue. Upon receipt of such authorization, registered documents will be burned until completely destroyed, by the custodian, in the presence of a witnessing officer. The destruction will be recorded, showing date and place of destruction, identity of documents, and signatures of custodian and witnessing officer. Destruction records do not require classification provided documents are identified therein only by number, symbol, short title or other means containing no classified information. In case of question, destruction records will be classified RESTRICTED. Destruction records will be returned to office of record, with copies being retained by the office of destruction and by the witness, if desired.

b. Upon completion of usefulness, if destruction is not authorized, registered documents will be returned by the custodian thereof to the office of record for disposition.

33. TRANSFER OF REGISTERED DOCUMENTS BETWEEN ARMY, NAVY, AND AIR FORCE.-

a. Office of Record. Except as otherwise specifically provided for registered cryptographic material, the office of The Adjutant General, ¹²/₁ will be the office of record for all Navy, Air Force, or Joint registered documents received or held by the Department of the Army agencies under the jurisdiction of the Chief of Staff, U. S. Army. 3

b. Procurement of Navy or Air Force Registered Publications by the Army:

- (1) Registered publications, except cryptographic--The Adjutant General exclusively is authorized to procure, distribute and account for all Navy or Air Force registered publications, except cryptographic, required by any element or agency of the Army. Elements and agencies will, when time permits, submit requests for Navy or Air Force registered publications through official channels to The Adjutant General.
- (2) Cryptographic publications--The Army Security Agency exclusively is authorized to procure, distribute and account for all Navy or Air Force cryptographic publications required by any element or agency of the Army. Elements and agencies will, when time permits, submit requests for Navy or Air Force cryptographic publications through official channels to the Chief, Army Security Agency. OK
- (3) Where time does not permit the routing of the requests mentioned in (1) and (2) above through channels, they may be made directly to The Adjutant General or Chief, Army Security Agency, whichever is applicable.

c. Inventory and Report of Possession- Holders of Navy or Air Force non-cryptographic registered documents will make semiannual reports to The Adjutant General, and quarterly reports to the Chief, Army Security Agency or office designated by him for registered cryptographic material.

d. Navy, Air Force and Joint Registered Material.

(1) Cryptographic.--Registered cryptographic material originated by the Navy, Air Force, or a joint agency, or by an allied nation, will be distributed within and accounted for by Department of the Army agencies in accordance with procedures proscribed by the Chief, Army Security Agency, Department of the Army, and in accordance with these regulations whenever applicable. See also TM 32-225, "Distributing and Accounting for Registered Cryptographic Material."

delete

(2) Non-Cryptographic.--All registered material, except cryptographic, transferred from the Navy, or Air Force to Department of the Army agencies, will be incorporated into the registered documents system of the Department of the Army and no further accounting to the issuing service is required. Notices of loss or subjection to compromise will be forwarded, however, to the issuing service and action will be taken as provided in paragraph 10 above. Likewise, Navy or Air Force agencies receiving registered material issued by Department of the Army agencies will not be required to account for the material to the Department of the Army after original transfer.

(3) Department of the Army commanders issuing registered documents to Navy or Air Force agencies will prepare the certificate of transfer in quantities sufficient for the following:

(a) Two copies to be forwarded to the receiving service.

- (b) The issuing commander will forward one copy, signed by the transferring officer and the receiving officer, to the Chief of Staff, U. S. Army (Attn: The Adjutant General), through military channels, for file. (The original will be retained by the office of issue.)
- (4) Department of the Army commanders who receive registered documents from Navy or Air Force agencies will forward a copy of the certificate of transfer, or a copy thereof signed by the custodian, through military channels to the Chief of Staff, U. S. Army (Attn: The Adjutant General) for file as the office of record within the Department of the Army. Thereafter, such documents will be reported upon and accounted for in the same manner as for the Department of the Army documents.

SECTION IV

COMMUNICATION SECURITY

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34. AUTHORIZATION OF CRYPTOSYSTEMS.- a. All cryptosystems and cryptomaterial intended for use by the Army will be authorized only by the Chief of Staff, United States Army. This authority may be delegated to certain commanders for cryptomaterial and cryptosystems intended for special use within their commands.

b. The Chief, Army Security Agency, will register such Department of the Army cryptomaterial as is deemed necessary for security purposes. When a particular item of cryptomaterial is removed from registry by the Chief, Army Security Agency, all offices to which it has been issued will be notified that periodic accounting for that particular item is no longer required. The Chief, Army Security Agency, may relieve a command from accountability for registered cryptomaterial when circumstances so warrant.

35. REGISTERED CRYPTOMATERIAL.- a. Registered cryptomaterial is any item of authorized, classified cryptomaterial (including cryptosystems, cipher machines, codes, cryptographic instructions, and devices) which bears a register number and for which periodic accounting is required.

b. Marking- Each item of registered cryptomaterial will indicate that the item is registered and will show the classification, long title, short title, and register number. Whenever possible, the office of origin, effective date, tenure of effectiveness, instructions for accounting, and disposal instructions will be shown on the item. When this is not possible, this information will be published separately and issued with the item.

c. Offices of Record and Issue-

- (1) The Army Security Agency, Department of the Army, is the office of origin, and ultimate office of record for all registered cryptomaterial issued by the Department of the Army, including U. S. Navy, U. S. Air Force, joint material and other cryptomaterial required by Army

organizations.

- (2) Certain oversea commands are authorized by the Department of the Army to distribute and maintain intermediate accounting records for all registered cryptomaterial used within the command. The organization within the oversea command headquarters which performs these functions is termed a command issuing office.

d. Reproduction- No registered cryptomaterial will be reproduced in whole or in part without the expressed approval of the office of origin. When reproduction is authorized, the copies will show all of the information required in subparagraph b above and in addition will be marked, "Authorized Reproduction" and will show the reproducing office and the authority for reproduction. Register numbers for all reproduced copies will be assigned by the office of origin.

36. DISTRIBUTION AND TRANSMISSION.- a. Distribution.

- (1) Department of the Army cryptomaterial is issued to U. S. Army organizations according to a prearranged allocation plan of the Department of the Army.
- (2) Distribution of cryptomaterial to the using organization will be as direct as possible consistent with efficient and secure transmission of the material.
- (3) Correspondence pertaining to routine matters of distribution and all accounting reports for cryptomaterial should be transmitted to the office from which the material was received.

b. Transmission.

- (1) Preparation for transmission--All classified crypto-

material will be double-wrapped. The inner wrapper will be sealed, addressed, and marked with the proper classification. The outer wrapper will be sealed and addressed but not marked with any classification or indication of contents. A serial number will be placed on each package or envelope to facilitate handling, identification, and receipting.

- (2) Receipt system--Packages containing cryptomaterial will be covered by a receipt system during transmission. The receipt will identify the packages by package number and will not give any indication of the contents.
- (3) Means of transmission.
 - (a) Within the continental limits of the United States cryptomaterial of any classification will be transmitted by the Security Courier Service, officially designated officer couriers (including Warrant and Flight officers) or registered mail (including registered air mail). When transmitting by registered mail, mail pouches with special rotary locks will be used whenever possible.
 - (b) Outside the continental limits of the United States, cryptomaterial of any classification will be transmitted only by the Security Courier Service, officially designated officer couriers (including Warrant and Flight officers), or State Department diplomatic pouch.

1. The Security Courier Service will be used whenever practicable.
2. Officers designated as official couriers will not be assigned other duties during the trip and will deliver the cryptomaterial before resuming any other duties. They will be instructed by the transmitting officer in proper method of destroying the material in an emergency. The transmitting officer must be satisfied that the officer courier realizes the necessity for continually guarding the material entrusted to him.

(c) Registered cipher machines will be transmitted only in the custody of an armed officer guard regardless of the type of transportation used and will be handled in accordance with special instructions issued by the Department of the Army.

c. Matter from other Sources. Cryptomaterial of other than U. S. Army origin, required by U. S. Army organizations, will be stored, issued, transmitted, and accounted for in the manner prescribed for U. S. Army cryptomaterial of the same type and classification.

37. ACCOUNTING.

- a. (1) At each organization holding registered cryptomaterial, the commanding officer will appoint an officer (Commissioned, Warrant, or Flight) who has been properly cleared for cryptographic duties in accordance with letter

instructions on the subject issued by the Department of the Army, to be the custodian of cryptomaterial. The custodian will be responsible for maintaining proper accounting for all registered cryptomaterial held by the organization.

- (2) Whenever possible, each organization will have an alternate custodian appointed by the commanding officer. The alternate custodian will be cleared for cryptographic duties prior to his appointment.
- (3) When there is a change of regular custodians at a headquarters, all registered cryptomaterial will be inventoried and transferred officially to the new custodian. The retiring custodian will not leave the organization until the report of transfer has been signed and sent to the issuing office.

b. Procedures and Forms.--Registered cryptomaterial will not be accounted for as prescribed for ordinary property in AR 35-6520. The procedures and forms used in accounting for registered cryptomaterial are prescribed by the Army Security Agency, Department of the Army and are published in detail in TI 30-225, "Distributing and Accounting for Registered Cryptomaterial." The procedures given in TI 30-225 apply to all cryptomaterial issued by, or authorized by the Department of the Army and will be followed by all U. S. Army headquarters. This includes U. S. Navy, U. S. Air Force, Joint, and Allied Nations cryptomaterial used by U. S. Army organizations.

c. Inventories.

- (1) Two types of inventories are required of all headquarters

see p. 59 - which is the correct, the end, the end, the end?

holding registered cryptomaterial. One is the current inventory, which is described in subparagraph 38 f (6) below, the other is a quarterly inventory of all items of registered cryptomaterial. Registered cryptographic matter will be so reported at quarterly intervals, on or about 31 March, 30 June, 30 September, and 31 December, to the proper office of record (Reports Control Symbol CSG/S-5).

- (2) The custodian and one other officer will conduct the quarterly inventory and sign the possession report. The witnessing officer need not be cleared for cryptographic duties provided his inspection of the cryptomaterial is confined to the cover page of documents and the name plates of registered cipher machines. If the headquarters has only one officer, the report will so state. The short title, edition number, and register number of each item will be verified.
- (3) Any registered cryptomaterial found during the inventory which is not charged to the custodian will be reported by the most expeditious means available to the issuing office. The material will be kept in proper storage until disposition instructions are received.

d. Transfers.

- (1) Official transfer of any registered cryptomaterial between organizations or between individuals will be accomplished in accordance with the regulations for transmission of

cryptomaterial and will be reported to the issuing office on a transfer report.

- (2) When registered cryptomaterial is issued for temporary usage, a written receipt is required. However, such transfers need not be reported to the issuing office.

38. RESPONSIBILITY FOR SECURITY.- a. At each headquarters holding cryptomaterial the commander will be responsible for all measures necessary to insure cryptographic security and physical security of cryptomaterial. He will appoint an officer (Commissioned, Warrant, or Flight), properly cleared in accordance with Department of the Army letter of instructions, as cryptosecurity officer. At a headquarters where a message center is maintained, the cryptosecurity officer will ordinarily be the officer in charge of the message center. The cryptosecurity officer will represent the commander in all cryptosecurity matters, as well as all matters relating to the physical security of cryptomaterial, and will normally be the custodian of cryptomaterial. It is the responsibility of the commander to make, or cause to be made by an officer cleared for cryptographic duties, other than the cryptosecurity officer, a thorough periodic check to ascertain that cryptomaterial is being properly handled and accounted for and that all directives pertaining to cryptographic operations are being strictly observed.

b. The loss or possible compromise of any Army, Navy, Air Force, or joint cryptomaterial used by Army organizations will be reported in accordance with the instructions dealing with the subject in an appropriate Department of the Army registered cryptographic document. When required by the provisions of this publication, the commanding officer will make an investigation of the circumstances, fix the responsibility, and send a

detailed report containing his recommendations in the case to the Army Security Agency through military channels. If any further action is required, the Chief, Army Security Agency, will forward the report to the Adjutant General, with recommendations.

c. Cryptosecurity officer.

- (1) If the cryptosecurity officer believes that a message has been incorrectly classified, or if he believes that the regulations herein governing the drafting or paraphrasing of messages have been violated, he will request the originator to make the necessary change in the message or in its classification. If the originator does not comply with the request of the cryptosecurity officer, the matter will be referred to the commanding officer of the headquarters concerned for final decision.
- (2) When higher authority has declared a particular cryptosystem compromised and directs a review of messages encrypted in that system, the cryptosecurity officer will bring to the attention of the commander, or other staff officer as may be designated, all messages involved which were encrypted in his headquarters. The commander will review these messages, take such action as he deems necessary and feasible so far as his own operations may be concerned, and report to the next higher headquarters any compromise of information involving major operations, strategic intelligence, or significant military plans.

d. Other Personnel.--No authorized cryptosystem will be employed by any person who is not thoroughly familiar with the provisions of these regulations and all instructions pertaining to the cryptosystems to be employed.

e. Clearance.--Personnel assigned to cryptographic duties will be cleared in accordance with separate Department of the Army instructions, regarding clearance of personnel for cryptographic duties.

f. Storage.

- (1) Registered cryptomaterial will be stored in a vault with a three position dial-type combination lock door, in a three position dial-type combination safe of size and weight sufficient to minimize the possibility of its physical removal, or in an equally secure steel file cabinet. Otherwise the material must be kept constantly under armed guard.
- (2) Only the custodian of registered cryptomaterial, or personnel specifically designated by him, will possess the combination to the storage space or will have access to the cryptomaterial therein.
- (3) The storage space containing registered cryptomaterial will be kept locked with the full combination when not under the direct supervision of cleared personnel.
- (4) Packages of registered cryptomaterial will be opened, checked, receipted for, and the material placed in storage immediately upon arrival at a headquarters. Prior to opening, each package will be inspected carefully for any

evidences of tampering. If any evidence of tampering is noted, the facts will be reported immediately to the issuing office which will initiate an investigation without delay. Pending action by the investigating authority, the package will remain in the exact state as when the evidence of tampering was discovered, and any handling will be held to the absolute minimum consistent with providing for the safeguarding of the package.

- (5) As far as practicable, classified keying materials will not be stored in the same safe as the instructions, classified cipher machines, or devices to which they apply. This restriction does not apply to a vault used exclusively for the storage of registered cryptomaterials.
- (6) A current record showing the short title, quantity, register numbers, and dates of storage and withdrawal will be maintained at each headquarters of all registered cryptomaterial in storage or removed from storage for use or issue. (See 37 c (1) above.)

39. DESTRUCTION.- a. Regularly superseded cryptomaterial carries instructions for its destruction on a specified date. Other cryptomaterial is destroyed upon notification by the office of origin.

b. Routine destructions are performed by the custodian and one other officer. The witnessing officer need not be cleared for cryptographic duties provided his inspection of the cryptomaterial is confined to the cover page of documents. Extreme caution will be taken to prevent any current or reserve materials from being included and inadvertently destroyed.

See p. 53 - which is correct?

c. Cryptographic documents will be destroyed by burning. Care will be taken to prevent legible scraps or recognizable parts remaining in the incinerator or at the site of the destruction.

d. The custodian and witnessing officer will be present at the burning and will sign the destruction report upon completion of the destruction. If the headquarters has only one officer, the report will so state.

e. Registered cipher machines will be destroyed in accordance with special instructions contained in TM 32-225 "Distributing and Accounting for Registered Cryptographic Material" and instructions pertaining to the machine.

f. Each organization will have a plan, and the means to accomplish it, for the destruction of all registered cryptomaterial in the event of an emergency. Detailed instructions are published in Department of the Army directives on the subject.

40. CLASSIFIED MESSAGES.- a. The encryption and decryption of classified messages will be performed under the supervision of an officer, but not necessarily in the immediate presence of such officer. For the specific qualifications of personnel who may be permitted actually to perform cryptographic work, reference should be made to current Department of the Army directives governing the clearance of personnel for the performance of cryptographic duties.

b. Encryption for other Agencies.- Messages may be encrypted in Department of the Army cryptosystems for other departments of the government or for commercial firms engaged in producing war materials under government contract, provided the text as supplied by the commercial firm or other

government department, except the Departments of the Navy and Air Force, is paraphrased, without being referred to the originator, prior to encryption and also after decryption, prior to delivery to an addressee outside the National Defense Establishment except as provided in instructions pertaining to cryptosystems issued by the Department of the Army. Dissemination of copies of encrypted messages to agencies or individuals outside the Armed Forces will be governed by the provisions of paragraphs 22, 25 b, and 40 g.

c. Preparation of Classified Messages.-- The following principles will be adhered to by the originators of classified messages.

(1) Drafting of messages.--Classified messages must be carefully drafted.

(a) Standardization of the content and form of documents such as field orders and operation instructions is necessary, but when such practices are observed in the drafting of messages cryptosecurity can be greatly endangered. Stereotyped phraseology, the repeated use of the same words or phrases, and set form of expression will be avoided in classified messages, especially at the beginning or ending of the messages.

(b) Words unessential to the sense of the message will be omitted. The use of conjunctions, prepositions, and punctuation marks will be kept to a minimum.

Unless instructions to the contrary are contained in

the standing operating procedure of the headquarters, the originator will convert into words any numbers or punctuation in the body of the message. Punctuation may be written in either full or abbreviated form. When abbreviated, authorized military abbreviation will be used.

- (c) The originators of classified messages will indicate by an appropriate notation on the message form:
1. When the message contains information which is quoted from an unclassified message or a newspaper, magazine, or other unclassified material.
 2. When the message contains information which is quoted in whole or in part from another classified message.
 3. The fact that the message is of such nature that its contents must be given a wide distribution or that its contents have already or may eventually be furnished the press.
- (d) The cryptosecurity officer will require the paraphrasing of all or any portions as are necessary of such messages unless it is possible to encrypt the messages in systems which permit the handling of the literal plain texts of the messages in accordance with subparagraph 40 g.

- (2) Classification of messages.---The classification of messages must receive careful consideration by the originator.

Overclassification and underclassification are equally to be avoided.

- (a) Each message will be classified according to its own contents in compliance with existing rules governing the classification of military information (paragraphs 5 to 8 inclusive) subject in all cases to the conditions specified in (b) and (c) below.
- (b) Each message containing a direct reference to another classified message or to a previously classified message by means of a reference number or by subject matter will be assigned a minimum classification of RESTRICTED if the classified message referred to required paraphrase under the provisions of paragraph 40 g. In tactical operations, simulated or actual, all messages, unless marked TOP SECRET or SECRET, will be regarded as CONFIDENTIAL and need not be so marked.
- (c) An unclassified reply to a classified message, the address of which is transmitted in the clear, may be made provided the reply consists only of a reference to the date-time group of the classified message and one or more of the following italicized words:
1. AFFIRMATIVE, means "yes," "permission granted," "granted," "authorized," "concur," "approved," "recommend approval," "action completed," and equivalent expressions.

2. NEGATIVE, means "no," "permission not granted," "not granted," "not authorized," "do not concur," "not approved," "do not recommend approval," "recommend disapproval," "action not completed," and similar expressions.
3. INTERROGATORY, means "question," "I do not understand," "need more information," "meaning not clear," and similar expressions.
4. COMPLY, includes "will comply," "have complied," or "you are to comply," according to the contents of the message to which it refers.
5. LETTER, includes the meanings "letter follows," "replying by letter," "by letter," and "reply by letter."
6. ACKNOWLEDGED, means message has been received.

(3) Transmission by Electrical Means.-

- (a) All messages to be transmitted by electrical means will be encrypted except when transmitted over approved circuits or as noted in (b) below. Under no circumstances will TOP SECRET messages be transmitted in the clear by electrical means.
- (b) In tactical operations, simulated or actual, upon authorization of the commanding officer or his authorized representative, messages of any classification except TOP SECRET may be transmitted in the clear over any nonapproved wire circuit or any radio channel

when time cannot be spared for encryption and the transmitted information cannot be acted upon by the enemy in time to influence the situation in question. Such messages will be marked "SEND IN CLEAR" over the signature of the commander or his authorized representative.

(4) Paraphrasing messages.-

(a) Paraphrasing is resorted to as a protection to the cryptosystem and will not warrant loose handling of classified messages. Paraphrasing is to be employed when:

1. The content of previously encrypted messages is released to the public or given wide distribution within the Army.

2. It is necessary to send in encrypted form:

a. All or portions of a message previously transmitted in plain text.

b. Extracts from publications, regulations, or instructions.

3. It is necessary to transmit in plain text all or portions of a message previously sent in encrypted form.

4. A classified message is re-encrypted.

(b) Exceptions to the above requirements for paraphrasing are explained in instructions pertaining to certain cryptosystems issued by the Department

of the Army. When it is not necessary that a message be paraphrased, the originator and addressee will be so advised by a notation on the message form under procedures prescribed by the Department of the Army. (See paragraph 40 g.)

- (c) The determination of the need for paraphrased versions is a function of the cryptosecurity officer who may require the assistance of the originator of the message in the preparation of the necessary paraphrases. Where practicable, the cryptosecurity officer will furnish a copy of the paraphrased version to the originator, except as noted in subparagraph 40 b.
- (d) In paraphrasing, it is not sufficient to paraphrase only the beginning or ending of a message. The entire message will be subjected to the process. An exception to this requirement is authorized when only a portion of the message is an extract requiring paraphrase. Under such circumstances, only the extract need be paraphrased.
- (e) When paraphrasing a message, as many of the following processes as practicable will be applied:
1. Changing the sequence of paragraphs.
 2. Changing the sequence of sentences in each paragraph.

3. Shifting the positions of the subject, predicate, and modifiers in each sentence.

4. Substituting synonyms or equivalent expressions.

(f) A paraphrase of the message is a cryptographic safeguard only and does not alter the classification required for the subject matter contained therein.

(g) A paraphrase of a message may be transmitted by any means, provided the security requirements pertaining to the transmission of classified material are observed.

d. Handling and filing of outgoing classified messages by the originator.

(1) The originator will prepare and number all copies of classified messages. Any copies circulated to local officers directly concerned before the message has been dispatched will be numbered and bear the following notation:

"The making of an exact copy of this message is forbidden. Only such extracts as are absolutely necessary will be made and such will be marked Classification. This copy will be safeguarded with the greatest care and will be returned to (name of officer) without delay." All such copies will be carefully accounted for by the originator and will be destroyed when returned.

(2) Dissemination of copies of classified messages which have been dispatched will be in accordance with the provisions of g below.

- (3) Messages pertaining to tactical operations, simulated or actual, may be prepared in triplicate. One carbon may be retained by the originator and the original and one carbon delivered to the message center.

c. Handling of Incoming Messages by the Addressee.--The addressee may make and circulate only a limited number of literal copies for the information of other officers directly concerned except as authorized in accordance with g (1) below.

f. Processing by Intermediate Centers.--The procedure for handling of classified messages in intermediate message and cryptocenters will be as provided in instructions published separately by the Department of the Army.

g. Handling and Transmission of Literal Plain-texts.

- (1) The sending by any means of literal (unparaphrased) plain-text copies of encrypted messages bearing the notation "Paraphrase not required. Handle as (Classification) information per paragraph 40 g (1), AR 380-5" on the message form is authorized, provided that the regulations governing the handling and transmission of information of that classification are observed.
- (2) The sending by any means of literal (unparaphrased) plain-text copies of encrypted messages bearing the notation "This message requires paraphrase. See paragraphs _____, AR 380-5" is strictly prohibited except as stated below.
- (a) Authorized specifically by the Department of the Army.
- (b) Authorized local distribution within a headquarters by messenger.

- (c) In exceptional cases when necessary in the performance of his duties, an authorized person may carry the literal plain text of a classified message, provided the security requirements pertaining to the transmission of classified material are observed.

SECTION V

MATERIEL

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41. AUTHORITY TO CLASSIFY.--Whenever the chief of a technical service responsible for a research project or for the design, development, test, or production or procurement of an article of materiel or a component thereof

shall determine that the maintenance of any degree of secrecy regarding them is sufficiently important to the national defense, he will classify it as TOP SECRET, SECRET, CONFIDENTIAL, or RESTRICTED.

42. NOTIFICATION OF CLASSIFICATION OR RECLASSIFICATION.--Whenever the chief of a technical service in charge of a research project, design, development, test, or production of a unit of materiel or component thereof shall determine that materiel of interest to other commands should remain classified after issue or that a change or cancellation of classification is desired, he will notify The Adjutant General, who in turn will inform all concerned.

43. RESPONSIBILITY FOR SAFEGUARDING TECHNICAL INFORMATION.--a. Chiefs of technical services engaged in the preparation of plans, research, and development work, or new design, test, production, procurement, storage, or use of classified materiel are responsible for the promulgation of such additional instruments as may be required for the safeguarding of information in the offices, establishments, laboratories, shops, or Army posts under their jurisdiction.

b. All TOP SECRET, SECRET, CONFIDENTIAL, or RESTRICTED models, exhibits, dies, machines, and other similar items which are to be loaned, leased, or given to a commercial organization will be properly marked to indicate classification when practicable. If such marking is impracticable, the commercial organization will be specifically notified in writing of the classification of such items and of the pertinent provisions of the Espionage Act.

44. CLASSIFICATION OF INFORMATION FROM COMMERCIAL FIRMS.--Information obtained from civilian manufacturers concerning proprietary processes will be classified as CONFIDENTIAL unless otherwise authorized by the firm concerned.

45. DISSEMINATION OF CLASSIFIED TECHNICAL INFORMATION.--Classified information concerning technical projects or developments may be imparted only to those individuals whose official duties require such knowledge or possession, and to accredited representatives of foreign nations in accordance with the provisions of paragraph 20 b.

cap. 46. DESTRUCTION OF CLASSIFIED MATERIAL.--a. Authority to Direct.--
 whenever the chief of a technical service responsible for a research project or for the design, development, test, or production or procurement of an article of material or a component thereof shall determine that their destruction is necessary to safeguard information thereof, he will issue the necessary directive.

b. Procedure in Destruction of Classified Material.--When destruction of classified material has been directed--

- (1) The custodian thereof will remove all components of a classified nature and destroy them by burning or by mutilation in the presence of a disinterested officer.

remained. The balance of the material will then be processed in accordance with existing regulations for the disposition of unserviceable property, or for salvage.

- (2) If the above is not practicable, the custodian will destroy the entire article of material by burning or by mutilation in the presence of a disinterested officer.

- (3) In either case, the certificate of destruction will be signed by both the custodian and the witnessing officer before submission to the officer directing the destruction.

If the headquarters has only one commissioned officer,

the report will so state. Exception hereto may be authorized only by the Department of the Army.

47. INVITATIONS FOR BIDS AND CONTRACTS.--a. Prior to furnishing a prospective bidder, subbidder, contractor, or subcontractor with drawings, specifications, or other pertinent information concerning any project or projects of a TOP SECRET, SECRET, CONFIDENTIAL, or RESTRICTED nature and annually thereafter so long as such documents, etc., are in his custody, clearance will be obtained in accordance with separate letter instructions and a general secrecy agreement reading substantially as follows will be signed by the individual or by a responsible officer on behalf of the firm or corporation concerned:

WHEREAS, in the interests of the national security, it is essential that the National Military Establishment classify certain drawings, specifications and accompanying inclosures, models, or materiel, or other information, and

WHEREAS, the _____, a _____
(Name of Bidder or Manufacturer Corporation, Partnership
_____, may be called upon from time to time to bid upon or perform
or Individual
work of a classified nature, and

WHEREAS, classified information will, of necessity, be given to the aforementioned party from time to time to enable him to bid upon and/or perform the desired work,

NOW, THEREFORE, in consideration of the receipt of classified drawings, specifications and accompanying inclosures, models or materiel, or other information, hereinafter called "classified information," concerning matters of a TOP SECRET, SECRET, CONFIDENTIAL, or RESTRICTED nature, given to, discussed with, and the value of such classified information being in excess of

ten dollars (\$10.00) shown to, or disclosed in any manner to, --* , the following terms are agreed to for such period of time as --* shall have knowledge, possession, or custody of classified information, or any of his/its officers, agents or employees shall have knowledge, possession or custody of classified information:

1. The --* agrees that the classified information furnished to it by the National Military Establishment or any of its agencies will be used solely for the purposes of the preparation of its bid and/or performance of any contract thereafter entered into between the parties to the agreement, and that such classified information will not be released to any persons other than those authorized by the National Military Establishment or its agents, nor will special features of design or construction, first disclosed by or within the classified information furnished, be incorporated in other projects.

2. The --* will not make or permit to be made reproductions of the classified material, except as specifically authorized by the contracting officer or his duly authorized representative. If reproduction of classified material is authorized, the --* promptly will submit the product obtained to the contracting officer or his duly authorized representative for censorship or such other action as he may deem necessary.

3. The --* agrees that prior to disclosing any classified information to an alien employee or consultant, or permitting him to have access thereto, or prior to disclosing any information classified TOP SECRET or SECRET to any individual, or permitting him to have access thereto, the Bidder or Manufacturer named herein will obtain, through the contracting officer, the consent in writing of the Secretary of the Department of the Army, Navy, or Air Force or his duly authorized representative.

4. The --* agrees that he/it will safeguard classified information and material in accordance with the procedures and regulations established in AR 380-5 and other pertinent directives. In the event the --* is awarded the bid for the production of material under classified contract, he/it agrees to extend these safeguards to afford adequate protection to the classified information and material involved, during the manufacture, storage, and delivery of the product called for under the contract.

5. In the event of failure or inability of --* to provide and maintain the required safeguards it is agreed that the National Military Establishment or any of its agencies may procure, establish, or provide the appropriate safeguards and that the cost of providing such security measures shall be withheld from the payments to be made to --* should he be awarded the contract for which this classified information is furnished, or shall be a charge, immediately due and payable, in event of non-award of the contract. Decision of the National Military Establishment or its duly authorized agent shall be final on necessary cost of security measures to be taken.

6. The --* declares that its attention has been called to the following provisions of law, and agrees to bring or cause to be brought to the attention of all persons engaged in the preparation of bids or in the manufacture of supplies or material to be furnished, including subcontractors and their employees, the provisions of these laws:

Espionage Act: Subparagraphs (d) and (e), Sec 1, Act 15 June 1917 (40 Stat. 217); Sec 1, Act 23 March 1940 (54 Stat. 79; 50 U.S.C. 31; H.L. 1939, Supp. I, Sec 2187a)

Sec. 1, Act 12 January 1936 (52 Stat. 3; 50 U.S.C. 45; H.L. 1939, Sec. 2187a), and E.O. 8381, 22 March 1940; 5 F.R. 1147; 50 U.S.C. 45;

^d
 U.S. 1939, Supp. III, Sec 2187a).

IN WITNESS WHEREOF, THE undersigned, acting for the aforementioned --*,
 has hereto executed this Agreement as of the _____ day of _____ 19 _____

Witness: _____

* Name of Bidder or Manufacturer.

b. The execution of the general secrecy agreement required in a above with any individual, firm, or corporation whether it be the prime contractor or subcontractor, prior to the delivery of any classified military information, and the annual secrecy agreements executed thereafter, will constitute authority for delivery to such individual, firm, or corporation from time to time of other or additional classified information pertaining to any TOP SECRET, SECRET, CONFIDENTIAL, or RESTRICTED project, without the necessity of executing a specific secrecy agreement in each case. A receipt substantially as follows will be obtained when the additional classified data are submitted to those who have entered into such agreement:

Receipt is acknowledged of _____ and it is recognized that these data are classified and come within the purview of the secrecy agreement signed by _____ on _____.

c. If the project (s) or contract (s) bear a TOP SECRET or SECRET classification, two copies of the executed secrecy agreement or agreements and two copies of each annual secrecy agreement executed thereafter will be transmitted promptly by the procuring agency to the commanding general of the army within the area in which the work will be, or may be, performed. The commanding general of the army concerned will retain one copy and forward one copy to the Provost Marshal General.

d. It is the responsibility of each representative of the Department of the Army who invites bids in connection with a project or projects of a TOP SECRET or SECRET classification, to transmit promptly the following information in duplicate to the commanding general of the army within the area in which the work will be, or may be, performed:

- (1) The name and addresses of each prospective bidder or subbidder.
- (2) The address; full first and last names and middle initial; date and place of birth, of each officer and director and of all persons who will have access to the TOP SECRET and SECRET materiel.
- (3) The location of the facility at which the work involved will be, or may be, performed.
- (4) The date of invitation for bids.

e. It is the responsibility of each representative of the Department of the Army who enters into a contract classified as TOP SECRET or SECRET, to transmit promptly the following additional information in duplicate to the commanding general of the army within the area in which the work will be, or may be, performed:

- (1) The name and address of each contractor or subcontractor.
- (2) The address; full first and last names and middle initial; date and place of birth, of each employee or other person who will have access to the TOP SECRET or SECRET materiel not included in d (2) above.
- (3) The location of the facility at which the work involved will be, or may be, performed.

(4) The date of award of contract or subcontract, and probable date of commencement of work thereunder.

f. The commanding general of the army concerned will retain one copy and forward one copy of the reports received in accordance with d and e above, to the Provost Marshal General.

g. Only citizens of the United States, and corporations of which not less than three-fourths of the capital stock is owned by citizens of the United States, and of which all members of the boards of directors are citizens of the United States, and having manufacturing plants located within the continental limits of the United States shall be eligible to be awarded any classified contract under this section to furnish or manufacture any classified material, equipment, or accessories for the Department of the Army.

48. CONSULTATION WITH RESPONSIBLE MANUFACTURERS.- The commanding officers of arsenals and depots and other officers engaged in work on Government contracts are authorized to consult with all interested manufacturers or their representatives, inventors, and other persons concerning technical matters in which they have a legitimate interest. They will, however, inform all such persons of the classification of the projects, works, and developments.

49. RESPONSIBILITY OF ARMY REPRESENTATIVES OR INSPECTORS.- a. The Army representatives or inspectors of the technical service are the local representatives of the Department of the Army and will take the necessary measures to insure the safeguarding of classified information or projects in the hands of the contractors or subcontractors or in process of manufacture in their plants.

b. Army representatives or inspectors will advise contractors or

subcontractors as to their responsibilities and the practical measures to be taken to safeguard TOP SECRET, SECRET, CONFIDENTIAL, or RESTRICTED matters, and will act favorably, if practicable, on any suggestion or request of the company tending to preserve secrecy. If at any time conditions at any plant, or any action of a company or its employees, jeopardize the security of classified matter pertaining to the Department of the Army or violate the provisions of the Espionage Act, the Army representative or inspector will request the contractor or subcontractor to take prompt remedial action. If adequate precautionary measures are not taken immediately, he will report promptly to the chief of the technical service concerned and, if the situation requires, to the commanding general of the army in which the item is in process of manufacture.

c. When Army and Navy inspectors are on duty at the same plant, the Army inspector will coordinate all security measures with the Navy inspector in order to avoid conflicting demands upon contractors.

50. RESPONSIBILITY OF GOVERNMENT CONTRACTORS.- a. A private individual, firm, or corporation which enters into a contract to engage in technical work for the Department of the Army becomes responsible in matters within his or its control for the safeguarding of all TOP SECRET, SECRET, CONFIDENTIAL, or RESTRICTED matters that may be disclosed or that may be developed in connection therewith. A clause to this effect will be included in such a contract, but its omission will not release the contractor from his responsibility under the Espionage Act and other pertinent laws.

b. Contractors are responsible that all classified projects allotted to subcontractors or agents are fully protected by a similar agreement.

c. Whenever for any reason a contract agreement or subcontract has

been made which does not include a security clause but later is found to involve TOP SECRET, SECRET, CONFIDENTIAL, or RESTRICTED matter, the technical service concerned will take the necessary steps to insure that the project or work is properly classified and that the contractor, agent, or subcontractor is informed of the classification and of his responsibility in the matter.

51. TESTS OF CLASSIFIED MATERIEL.--Tests of classified materiel will be adequately safeguarded by all responsible officers.

52. PUBLIC DISPLAY OF CLASSIFIED MATERIEL.--a. Commanding officers are responsible that all classified parts, components, or features of materiel are properly safeguarded during maneuvers, drills, parades, ceremonies, assemblages, demonstrations, or exhibitions, open to the general public.

b. (1) Photographs of equipment while in process of development or those revealing processes of manufacture are prohibited unless authorized by the chief of technical service concerned. After an article of equipment has been issued to combat units, release of photographs is permissible unless specifically prohibited by the instructions issued therewith.

(2) Requests for permission to take photographs of classified materiel, projects, or processes of manufacture will be referred to the Department of the Army through the proper chief of technical service. If authority is granted, it will be with the understanding that the resulting photographs will be submitted to the Department of the Army for [review prior to release.

53. RELEASE OF INFORMATION OR SALE OF MATERIEL.--a. General.--Domestic

sale, divulging information in connection with negotiations for foreign sale, and foreign manufacture of items of Army and Navy materiel and equipment are not permitted unless the Department of the Army and Navy are agreed that military secrecy is not compromised thereby.

b. International Traffic in Arms.

- (1) The State Department administers international traffic in arms and military materiel coming within the scope of the Regulations Governing the International Traffic in Arms, Ammunitions, and Implements of War and Other Munitions of War.
- (2) The State Department will not release for foreign sale any item coming within the scope of these regulations until the Departments of the Army and Navy have stated that there is no objection to the release on grounds of secrecy affecting the national defense.

54. PROTECTION OF SHIPMENTS VIA COMMERCIAL CARRIERS WITHIN UNITED STATES OR ITS POSSESSIONS.--a. Selection of Shipping Method.--Disclosure of information pertaining to classified materiel will be prevented during transportation by one of the following methods of shipment, to be determined by a commissioned officer of the service, force, or organization authorizing its movement qualified to make such classification, by a higher authority so qualified, or by a military attaché.

b. Protection Documents.--If size and quantity permit, classified materiel may be handled in the same manner as provided for similarly classified documents in paragraphs 26 to 29 inclusive. In cases where materiel is of such size or quantity as to create suspicion of its character

and entail additional risk when transported in the same manner as documents, another method will be used.

c. Railway Express Service Protected by Carrier's Guards.--TOP SECRET, SECRET, or CONFIDENTIAL shipments may be shipped via Railway Express Agency, Incorporated, after advance arrangements have been made for carrier to guard materiel from the time it leaves the hands of consignor until delivered to consignee. Notwithstanding the general prohibition of insurance on Government shipments any classified shipments may be shipped at their actual value and notation of such value made on the bills of lading. (See AR 55-105, AR 55-155, and TM 55-550.) The officer determining the method of shipment will certify to the officer issuing the bill of lading the valuation to be used.

d. Ordinary Railway Express Service Protected by Military Guards.-- This method of shipment may be chosen for TOP SECRET, SECRET, or CONFIDENTIAL materiel as provided in a above. In such case the principles of regulations governing guarding of freight shipments (see par. 8, AR 55-155) will be followed so far as appropriate for express service, with the definite exception that guards with express shipments will be furnished with transportation requests. The number of guards detailed to protect the shipment will be a minimum consistent with security requirements.

e. Air Express Via Commercial Air Lines Protected by Military Guards.--The provisions of d above will govern generally.

f. Rail Freight Service Protected by Military Guards.--See paragraph 8, AR 55-155.

g. Ordinary Motor Truck Freight Protected by Military Guards.--The principles of paragraph 8, AR 55-155, will govern. Only one guard will be used for short runs unless more are necessary.

h. Water Freight Service Protected by Military Guards.--The principles of paragraph 8, AR 55-155, will govern. When vessels are used which have arrangements for carrying passengers, transportation requests will be issued. When vessels are used which do not have arrangements for carrying public passengers, carriage free or at a reasonable charge, appropriate arrangements for meals will be negotiated.

i. Straight or Mixed Troop Trains.--Classified materiel accompanying troops will be adequately guarded by organization personnel.

j. Guards.--Guards sufficiently armed will be provided in accordance with paragraph 8, AR 55-155. Neither carrier's nor military guards will be used for the sole purpose of preventing disclosure of information of RESTRICTED materiel. Guarded service may be used on any shipment when necessary to prevent physical sabotage. When possible, where concealment of the arm is not necessary, submachine guns, automatic rifles, or rifles should be provided in preference to pistols.

k. Shipment, CONFIDENTIAL Materiel Without Guard.--Shipments of CONFIDENTIAL materiel, except cryptographic equipment and components thereof may, at the discretion of the chief of the technical service involved, be shipped by one of the following methods, without guard:

- (1) Protected express.
- (2) Sealed freight or express cars.
- (3) Sealed truck under own motive power.
- (4) Flat car, provided trucks or crates containing said equipment are suitably locked and/or sealed and locked and/or sealed to the car. In addition, the equipment will be protected from external view and injury from normal hazards in shipping.

l. Shipment, RESTRICTED Materiel Without Guard.--Shipments of RESTRICTED materiel, except cryptographic equipment and components thereof, may be shipped by one of the following methods, without guard:

- (1) Protected express.
- (2) Sealed freight or express cars.
- (3) Sealed truck under own motive power.
- (4) Flat car, provided trucks or crates containing said equipment are suitably locked and/or sealed and locked and/or sealed to the car. In addition, the equipment will be protected from external view and injury from normal hazards in shipping.

m. Shipment, Cryptographic Materiel.--For specific means of shipments of cryptographic materiel reference should be made to letter instruction on this subject issued by the Department of the Army.

n. Shipment, Classified Files.--Shipments of classified files to records depots and Department of the Army records depositories will be made as follows: #

- (1) When the quantity of TOP SECRET, SECRET, or CONFIDENTIAL documents remaining after downgrading is small, the documents will be transmitted under separate cover as provided elsewhere in these regulations for the transmission of individual documents. A charge-out will be placed in the folder which contained the document and the document will be properly identified as to the file and folder from which extracted prior to transmission.

- (2) When the quantity of TOP SECRET, SECRET, and CONFIDENTIAL documents which cannot be downgraded makes the procedure above impracticable, the files in which such documents are maintained will be packed in the standard records boxes prescribed by TM 12-259, securely fastened by flat steel straps. The outside of the box will contain no indication of the classified character of the files. The boxes will be shipped under security regulations applicable to bulk shipments of classified materiel except that TOP SECRET and cryptographic documents and messages in all cases will be accompanied by an officer courier in addition to armed guards.
- (3) Shipment of RESTRICTED files. Such files will be shipped in standard records boxes in the same manner as prescribed for unclassified files.

SECTION VIVISITORS

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55. AUTHORITY FOR ADMISSION.- a. General. Correspondence and communications relating to visits will be routed direct between the various offices concerned. For the purpose of these regulations, United States citizens while a representative, official, or employee of a foreign government

or foreign private or commercial entity, are considered foreign nationals.

b. Foreign Nationals (See par 3 p).

- (1) Subject to the approval of the facility concerned, foreign nationals may be authorized by local authority to visit commercial facilities provided no classified work or project is shown or discussed.
- (2) Foreign nationals may be admitted to Department of the Army installations for social purposes, for activities open to the general public, for authorized medical treatment, and in connection with emergency landings, by authority of the commanding officer provided no classified features are shown or discussed.
- (3) Members of the armed forces of Canada and Mexico may, however, be admitted to Army posts, camps, and airfields near the borders of those countries for occasional visits on the authority of the commanding general of the army, defense command, or air force command having jurisdiction over such posts, camps, or airfields, without reference to higher authority.
- (4) a. Foreign nationals may be admitted to the following only on written authority of the Director of Intelligence, General Staff, United States Army:
 1. Department of the Army installations except as provided in (2), and (3) above.
 2. Government or commercial facilities where

classified work, projects, or features will be shown or discussed.

b. Foreign visit requests will include the following information:

1. Name in full.
2. Official title or position.
3. Nationality.
4. Name of installation, facility, or activity to which admission is desired.
5. Date of visit or dates between which visits are desired.
6. Purpose of visit.
7. Sponsor.

c. Authorization to visit does not constitute authority for release of classified documents to visitors.

c. Visits by Alien Employees.- Aliens employed by a U. S. Government contractor, U. S. Federal Government Agency engaged in a classified contract with a U. S. military agency, or agency of the U. S. Armed Forces may visit Department of the Army installations, government and commercial facilities engaged in a classified contract with the Department of the Army without reference to the Director of Intelligence, General Staff, United States Army, under the following procedure:

- (1) The necessity for the visit must be attested by the U. S. military resident representative or inspector on duty at the employing establishment or, in case no resident representative is assigned, by the U. S. military procurement agency for whom the alien is working, -

- (2) The visit request must be accompanied by a certified true or photostat copy of the letter granting consent for employment on classified work. The request must state the specific scope of information or items desired to be shown the visitor.
- (3) Alien visitors will not be permitted access to information of a higher classification than that indicated in the letter granting consent for employment on classified work.
- (4) If the commanding officer of the installation or military representative at the facility to be visited approves the visit, the requester will be so notified.
- (5) The alien visitor must have in his possession a copy of the approved visit request as well as proper identification.

d. United States Citizens,- Subject to the approval of the commanding officer or the contractor, United States citizens, except those representing a foreign government, firm, or corporation, may be admitted to Department of the Army installations or commercial manufacturing establishments engaged on classified work or projects under the following conditions:

- (1) Casual visitors may be admitted provided no classified work or project is shown or discussed.
- (2) Representatives of other United States Government agencies, manufacturers, or their representatives, engineers, and inventors cooperating in Department of the Army work and having a legitimate interest therein may be shown such works or projects as are considered necessary and desirable by the responsible chief of technical service.

Authority for admission will be in writing.

- (3) accredited reporters, photographers, and other representatives of publicity agencies may be admitted to Department of the Army installations or manufacturing establishments engaged on work for the Department of the Army, provided classified matter, projects, or processes of manufacture are not shown or discussed with them,

56. RESPONSIBILITY OF COMMANDING OFFICER, ARMY REPRESENTATIVE OR INSPECTOR.- a. The commanding officer of a military establishment or the Army representative or inspector at a commercial establishment is the local representative of the Department of the Army in all matters regarding the admission of visitors. If, in his opinion, the situation at the time makes the admission of a visitor inadvisable, he is empowered to postpone the visit and request instructions from the office which authorized it.

b. Commanding officers of army installations, army representatives or inspectors at commercial or governmental establishments will forward through channels to the Director of Intelligence, General Staff, U. S. Army, a report on all foreign nationals who visit installations or establishments engaged in classified work or projects for which they are responsible. Report will include the following:

- (1) Name, official position, and nationality.
- (2) Authority for visit.
- (3) Matters in which visitor showed greatest interest.
- (4) General type or nature of questions asked.
- (5) Expressed object of visit.

- (6) Estimate of the real object of the visit.
- (7) General estimate of ability, intelligence, and technical knowledge of the visitor and his proficiency in the English language.
- (8) A brief of what was shown, explained, and refused.
- (9) If classified information was disclosed, highest security classification of information disclosed.

57. RESPONSIBILITY OF GOVERNMENT CONTRACTORS.- a. Contractors or sub-contractors engaged in work for the Department of the Army must place such restrictions on the movements of persons employed or entering their plants or offices as will give adequate security to TOP SECRET, SECRET, CONFIDENTIAL, or RESTRICTED matters in their possession. In view of the wide differences in organization, arrangement, and physical make-up of individual plants, no specific rules are practicable. Therefore, local conditions at the plant and the classification of the project will determine the security measures to be adopted.

b. The following general procedure in regard to visitors at establishments or plants engaged in classified projects for the Department of the Army is prescribed:

- (1) Visitors will be accompanied during their stay at the plant by the inspector or Army representative, a member of his office, or some responsible person who is specifically informed as to the necessary limitations or restrictions, the scope of the visit, and the information which may be furnished.
- (2) Unless specifically authorized by the authorities mentioned

in paragraph 55, visitors will not be allowed in any shop, laboratory, drafting room, or section of a plant where TOP SECRET, SECRET, CONFIDENTIAL, or RESTRICTED materiel is located or where classified work is in progress, nor will they be permitted to take photographs.

c. Department of the Army contractors who are engaged in classified contracts or projects will submit, to the appropriate Army representative or inspector, a report on all foreign nationals who visit their establishments or plants engaged in classified work or projects. Report will contain the same items of information as that report required by paragraph 56 b, above.

SECTION VII

AIR SPACE RESERVATIONS, RESTRICTED AREAS, AND RESERVED

AREAS

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58. Air Space Reservations.--a. Establishment.-- Air space reservations over military installations or reservations over which the flight of aircraft is prohibited or RESTRICTED for the purpose of national defense or for other governmental purposes are established by executive order of the President of the United States, or by a State, Commonwealth, or Territory.

b. Responsibility of Commanding Officers.--The commanding officer of a military reservation, post, camp, station, or installation over which

an air space reservation has been established is responsible for the surveillance of the designated air space and for prompt report to The Adjutant General, through military channels, of any illegal flight therein.

59. RESTRICTED AREAS.--a. Designation.--The commanding officer of a military reservation, post, camp, station, or installation is responsible for the designation and proper safeguarding of RESTRICTED areas in his military reservation, post, camp, station, or installation. If local conditions dictate, he will mark all ordinary entrances or approaches to such areas with a sign reading as follows:

WARNING

RESTRICTED AREA

It is unlawful to enter within this _____ without
(Area, building, etc.)

written permission of _____.
(Authority)

b. Procedure in Case of Violation.

- (1) The commanding officer of a military reservation, post, camp, station, or installation will cause any person not subject to military law who enters a RESTRICTED area or building to be detained, warned of his rights, and interrogated by proper authority. If it is a first offense and there is no evidence of deliberate intent, the offender may be warned against repetition and released upon the surrender of any unlawful photograph, sketch, picture, drawing, map, or graphic representation in his possession. Otherwise the offender will be delivered without unnecessary delay to the nearest United States marshal with a written

statement of the facts, the names and addresses of the witnesses, and such pertinent exhibits as may be available.

- (2) When an investigation reveals that a person not subject to military law has entered such a RESTRICTED area or building, custody of the individual not having been effected, the commanding officer will promptly forward in writing to the nearest United States district attorney a report of all the facts, including the names and addresses of the witnesses.
- (3) A report will be made through military channels to the commanding general of the army concerned of each case brought to the attention of civil authority and will include a brief of all the facts and copies of all pertinent communications.

60. RESERVED AREAS; ESTABLISHMENT.---Areas reserved for military or national defense purposes, admittance to which is either RESTRICTED or prohibited, are set apart by executive order of the President of the United States or by order of the Secretary of the Interior.

SECTION VIII

TROOP MOVEMENTS, INDIVIDUAL TRAVEL, AND MOVEMENT OF SUPPLIES

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61. GENERAL.--a. Application.--The provisions of b below and paragraphs 63 to 74 inclusive, will apply during periods of hostilities. The provisions of paragraph 75 will apply during periods of peace or following the termination of hostilities and before peace is formally declared.

b. Responsibility of Commanding Officers.--Commanding officers of units, replacements, or individuals affected by the provisions of this section are responsible that such personnel are instructed in these provisions, advised of their applicability, and warned of the danger involved in the disclosure to unauthorized persons of classified information concerning troop movements or movement of supplies. Necessary instructions will be given both at home station and staging area prior to movement to a theater of operations.

62. CLASSIFICATION REQUIREMENTS.--a. Movement of Personnel or Supplies.--Information of movements of personnel or supplies will be classified, when appropriate, as SECRET, CONFIDENTIAL, or RESTRICTED by, or by authority of,

any officer authorized to make or authorize SECRET classifications under paragraph 6a. In order to insure proper and uniform classification, it is essential that documents concerning movements be classified, when appropriate, in accordance with the principles contained in this section.

b. Troop Movements or Travel of Replacements to Theater of Operations.--The following elements of information concerning troop movements or travel of replacements or individuals to a theater of operations will normally be classified as indicated, except as stated in paragraph 71:

- (1) SECRET.--Documents which contain any one of the following elements, either directly or by implication, require a classification of SECRET:
 - (a) Oversea or intertheater destination in the clear, when such destination is an active theater of operations or a specific location within an active or inactive theater of operations.
 - (b) A specific port of destination within continental United States for return to continental United States in travel by water.
 - (c) Date and time of departure from a port of embarkation, a port of debarkation en route, a port of aerial embarkation, or a port of aerial debarkation en route.
 - (d) Route, name, or destination of ship or convoy.
 - (e) Estimated time of arrival at an oversea or intertheater destination, or at ports or airports of debarkation en route.

- (f) The meaning of an assigned shipment number so far as it represents a specific oversea or intertheater destination.
 - (g) The oversea or intertheater destination represented by a temporary APO number.
 - (h) Events en route involving enemy action.
- (2) CONFIDENTIAL.--Documents which contain any of the following elements will be classified CONFIDENTIAL:
- (a) Inactive theater of operations as a destination, in the clear, provided the exact destination within the theater is not shown.
 - (b) Information or description of unit movements of nonoperational significance within areas in or adjacent to active theaters of operations.
 - (c) A list or tabulation of two or more units combined with and included under a single shipment number or other comparable code designation. The combination of a single unit with its oversea shipment number and letter, or other comparable code designation, however, is RESTRICTED information.
- (3) RESTRICTED.--The following types of information, or documents containing this information, except as indicated in (1) and (2) above, will normally be classified RESTRICTED:
- (a) Orders, communications, reports, and other documents

concerning troop movements, oversea or domestic travel of replacements, or oversea travel of individuals.

However, reports and communications concerning movements need not be classified if the classified elements of information and unit designations are not included therein and reference to the movement is made by shipment number and letter (or other comparable code designation), by temporary APO number, or by main number.

- (b) Troop movements between inactive theaters of operations, between the United States and inactive theaters of operations, within inactive theaters of operations, and domestic troop movements within continental United States, provided such movements are not associated with further movement to an active theater of operations.
- (c) Continental United States as a destination in the clear, provided the specific port of debarkation in travel by water is not shown.

c. Domestic Travel Within Continental United States.--Domestic travel within continental United States of individuals which is not associated with further movement to a theater of operations or with classified activities will not normally require classification.

d. Movement of Supplies.

- (1) Movements of supplies and impedimenta which are to

accompany units, or are destined for, or otherwise associated with specific units or specific troop movements will be governed by the classification requirements set forth in b above.

- (2) Movements of supplies which are not associated with specific units or troop movements:
 - (a) Movements will normally carry a coded destination symbol such as a shipping designator or shipment number. Documents covering such shipments which by inference or by literal reference compromise the meaning of the coded destination symbol will require a classification at least as high as that of the meaning of such coded symbol.
 - (b) Movements may be addressed in the clear to oversea destination when authorized by the Secretary of the Army. This method of addressing will not normally be used when the presence of military installations such as oversea ports, combat airfields, harbor defenses, or similar establishments will be exposed thereby.
 - (c) When a coded designation of specific shipments, projects, or locations, such as a consignee combination, is used in combination with a coded destination symbol, the coded designation will be classified at least as high as the meaning of the coded destination symbol.

Documents and reports covering shipments may be unclassified where the meaning, coded destination symbols, coded shipment designations, or other coded data covering the shipment are not revealed or otherwise compromised.

e. Movement of Personnel or Supplies by Hospital Ship.--Orders for movement of personnel or supplies by hospital ship will be unclassified if it is necessary that such orders accompany the personnel or supplies aboard the hospital ship. See AR 55-530.

63. DISSEMINATION OF INFORMATION.--a. All persons connected with the military service who receive information concerning movements of personnel or supplies classified in accordance with paragraphs 64, 70, 71, and 72 are forbidden to make public or to inform unauthorized persons concerning the classified elements of such movements.

b. When it is necessary to advise relatives or other persons of approaching departure, individuals connected with the military service will not disclose any classified information.

c. Arrival in a theater of operations does not diminish the necessity of safeguarding classified elements of information concerning the movement. After such arrival, no information will be given to unauthorized persons concerning names, destinations, or organizations, names of vessels, data concerning convoys, routes pursued, measures taken to avoid attack, date of arrival, debarkation or departure, or number of troops, or kind of cargoes carried.

64. RAIL AND MOTOR MOVEMENTS.--a. Reports concerning arrivals and departure of rail or motor movements within the United States which for any reason are classified, may be transmitted to persons authorized to receive

such reports, unclassified, provided unit designations are not included therein.

b. When rail or motor movements or travel of personnel are made preliminary to movement to a theater of operations, cars, baggage, and impedimenta will not be marked in the clear to show oversea destination, date of departure, name of ship, or other classified elements of information. In such cases, impedimenta will be marked with the assigned shipment number and letter or other comparable code designation. The unit designation will not be used as a marking on impedimenta, although the company letter or abbreviation may be used to identify the impedimenta of each company or similar unit in the movement.

65. III STAGING AREAS.--a. Instructions will be given to all individuals concerned in the applicable security provisions of this section.

b. Commanders of ports or airports of embarkation are authorized to restrict to prescribed limits all personnel under orders for movement to a theater of operations for a period not to exceed 48 hours prior to departure. During this period of restriction, communication with other military personnel and civilians may be prevented or limited as may be considered necessary by the port or airport commander concerned. Special authority must be obtained from the Department of the Army (if in the United States) or the theater commander (if overseas) for placing personnel in restriction more than 48 hours prior to the expected sailing or departure date.

66. EMBARKATION.--a. Troop movements will be made so far as practicable without attracting undue attention. Authority to use bands during embarkation of troops is left to the discretion of port commanders, where, in their opinion, the playing of a band will not jeopardize the security of the movement.

b. All persons not on official business will be excluded from the piers at all times.

c. Personnel may take cameras within the limits of the pier or overseas, subject to the restrictions imposed by the commander of the port, ship, theater, or other area concerned.

d. Members of families, relatives, or friends of personnel under oversea movement or travel orders will not be allowed in the vicinity of piers on the day of sailing.

67. MOVEMENT OF VESSELS IN HARBORS.--Vessels loaded with personnel or supplies will be moved under cover of darkness whenever possible.

68. AT SEA.--a. After sailing from the port of embarkation, the destination will be disclosed to members of units, replacements, or individuals aboard ship only as necessary for training or indoctrination en route. When such information is disclosed, personnel will be warned of the classification thereof. Particular care will be taken to insure that this warning is given all personnel who are allowed ashore at intermediate stopping points.

b. Events at sea concerning or resulting from enemy action will be considered as SECRET information by all individuals concerned.

69. RETURNS TO CONTINENTAL UNITED STATES.--Classification requirements are the same as those enumerated in paragraphs 63 and 71.

70. MOVEMENTS BY AIR.--a. Generally, the same requirements for water movements apply to movements by air of units or subdivisions thereof to a theater of operations.

b. In documents containing information of travel to a theater of operations by military aircraft of replacements, and individuals, as distinguished from units, the inclusion of the following elements normally

will require a classification of RESTRICTED only:

- (1) Oversea or intertheater geographical destinations, unless the presence of troops or particular military installations at such destinations is classified higher than RESTRICTED.
- (2) Date and time of departure from port of aerial embarkation, or airports en route, subsequent to such departure.
- (3) Air route, unless the air route is classified higher than RESTRICTED.
- (4) Estimated time of arrival at specific oversea intertheater destination or airports en route, subsequent to departure from port of aerial embarkation.
- (5) Oversea or intertheater destination represented by a temporary APO number.

c. The provisions of paragraph 63 will apply to information concerning the oversea travel of replacements and individuals when both air and water transportation are employed.

d. Orders and allied papers for oversea travel by commercial aircraft of replacements and individuals may be unclassified, even though they contain elements of information for which a classification of RESTRICTED is required by b (1), (2), (3), and (4) above.

e. All individuals involved in air movements, communicating from intermediate stopping points, will refrain from disclosing classified information.

f. Operational messages limited to information concerning movements of aircraft in a theater of operations may be sent in the clear when authorized by the theater commander.

g. The specific airport of destination within continental United States for returns to the United States by air from theaters of operation is RESTRICTED information.

71. THEATER OF OPERATIONS IN CONTINENTAL UNITED STATES.--The foregoing paragraphs of this section are based on the assumption that theaters of operations will be located overseas. However, should any portion of continental United States become a theater of operations, the provisions of the foregoing paragraphs nevertheless will apply, subject to the following:

a. The portion so designated will be treated as an "oversea designation."

b. The terms "continental United States" and "United States" will refer only to the zone of interior (see FM 100-5).

c. The movements or travel by rail or motor from the zone of interior to the theater of operations, the security provisions applicable to ports of embarkation will also apply to points in the zone of interior from which direct movement to the theater commences, and the provisions applicable to water movement or travel will apply to land movement or travel.

72. HIGHER CLASSIFICATION.--A higher classification than that indicated in this section may be assigned if the order, message, or other communication contains information which should be protected by a higher classification.

73. REASON FOR CLASSIFICATION.--Whenever a classification higher than RESTRICTED is assigned to a movement order, the reason for such higher classification will normally be included therein. An example of an explanatory paragraph is as follows:

The following SECRET and CONFIDENTIAL elements of information are contained herein: SECRET equipment (par 11c); tabulation of units (par 1); CONFIDENTIAL mission (pars 2 and 3). All other elements of

this order are RESTRICTED.

74. PERIODS OF PEACE OR FOLLOWING TERMINATION OF HOSTILITIES.--a. Application.--The provisions of this paragraph will apply only during periods other than those of hostilities.

b. Normal Security Requirements.--Information or documents concerning movement of personnel or supplies will normally be unclassified.

c. Classification Requirements.

- (1) Elements of information (such as destination, mission, and other elements which should be safeguarded) concerning movements of personnel or supplies, other than movements within overseas areas in which United States Army forces are stationed, will be classified SECRET, CONFIDENTIAL, or RESTRICTED only when such classification is authorized by the Department of the Army. Separate instructions directing such classification will be issued to the offices and personnel concerned.
- (2) Commanders of United States Army forces stationed in overseas areas are authorized to classify elements of information concerning movement of personnel or supplies within their respective areas.
- (3) The provisions of paragraphs 64, 65, 66, and 67 will apply to classified movements.
- (4) Whenever a movement order is classified, the reason for such classification will normally be included therein. An example of an explanatory paragraph is as follows:

The following classified elements of information are contained herein. SECRET equipment (par 11a); CONFIDENTIAL

check
mission (par. 1); RESTRICTED consignee combination (pars 2
and 3). All other elements of this order are unclassified,